DOCUMENT RESUME

ED 148 388 IR 005 529

TITLE	Cost and Funding Studies of a Proposed Western Interstate Bibliographic Network: Survey of Costs in Technical Processing and Interlibrary Loan.
INSTITUTION	Western Interstate Library Coordinating Organization, Boulder, Colo.
SPONS AGENCY	Bureau of School Systems (DHEW/OE), Washington, D.C. Office of Libraries and Learning Resources.
BUREAU NO	475AH50102
PUB DATE	1 Mar 76
GRANT	G007500741
NOTE	81p.; For related documents, see ED 122 749, 134 225, 136 746, 136 748 and IR 005 461-465 ; Parts may be marginally legible due to print quality of original
EDRS PRICE	MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS	*Costs; *Interlibrary Loans; Libraries; Library Networks; *Library Surveys; *Library Technical Processes; *Questionnaires
IDENTIFIERS	*Western Interstate Bibliographic Network

ABSTRACT

This questionnaire was issue to 12 western libraries to provide data for in-depth case studies of costs of technical processing and interlibrary loan. An additional 88 libraries received a somewhat shorter questionnaire as part of the same survey, which was designed to determine representative costs of library services without network services, and to establish a basis for the prediction of future costs in library services with network support. Libraries surveyed included academic, regional, and public. The questionnaire includes sections covering: (1) library structure; (2) holdings; (3) staff; (4) processing and reference; (5) equipment, communications, and supplies; (6) building facilities; (7) current budget; (8) regional libraries, resource centers, and centralized processing agents; and (9) acquisitions, cataloging, and interlibrary loans. (Author/KP)

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ED148388

WILCO
Western Interstate Library Coordinating Organization

COST AND FUNDING STUDIES OF A PROPOSED WESTERN INTERSTATE BIBLIOGRAPHIC NETWORK

SURVEY OF COSTS IN TECHNICAL PROCESSING AND INTERLIBRARY LOAN

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Cost and Funding Studies funded by:
U.S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Office of Education
Office of Libraries and Learning Resources

Project No. 475AH50102
Grant No. G 00 7500741
and the

Western Council of State Librarians

C&F Form #3
Issued 3/1/76

IR005529

INTRODUCTION

THANK YOU FOR AGREEING TO PARTICIPATE IN THIS EXAMINATION OF COSTS IN TECHNICAL PROCESSING AND INTERLIBRARY LOAN AS A CASE STUDY. BRIEFLY, THE PURPOSES OF THIS SURVEY ARE TO DETERMINE REPRESENTATIVE COSTS OF LIBRARY SERVICES WITHOUT NETWORK SERVICES AND TO ESTABLISH A BASIS FOR THE PREDICTION OF FUTURE COSTS IN LIBRARY SERVICES WITH NETWORK SUPPORT. THIS SURVEY IS AN ESSENTIAL COMPONENT OF THE COST AND FUNDING STUDIES TO SUPPORT THE DEVELOPMENT AND IMPLEMENTATION OF A WESTERN INTERSTATE BIBLIOGRAPHIC NETWORK. THIS STUDY IS BEING CONDUCTED UNDER A GRANT FROM THE U.S. OFFICE OF EDUCATION WITH SUPPORT FROM THE WESTERN COUNCIL OF STATE LIBRARY AGENCIES OF THE CONTINUING EDUCATION AND LIBRARY RESOURCES PROGRAM OF WICHE, AND HAS AMONG ITS OBJECTIVES THE FOLLOWING:

I. TO DETERMINE REPRESENTATIVE COSTS OF PRESENT LIBRARY SERVICES WITHOUT NETWORK SUPPORT;
II. TO ESTIMATE FUTURE COSTS OF LIBRARY SERVICES AT VARIOUS LEVELS OF PROPOSED NETWORK SUPPORT;
III. TO EVALUATE AND COMPARE THE IMPACT OF A NETWORK UPON COSTS OF LIBRARY SERVICES; AND
IV. TO EXAMINE AND RECOMMEND EQUITABLE PROGRAMS OF FINANCIAL SUPPORT FOR AN INTERSTATE BIBLIOGRAPHIC NETWORK IN THE WEST.

WITH YOUR HELP, WE HOPE TO ACHIEVE THESE GOALS AND PROVIDE INFORMATION WHICH WILL ASSIST IN THE RESEARCH OF LIBRARY COSTS, DATA COLLECTION METHODOLOGY AND APPLICATIONS OF COST MODELS TO LIBRARY SERVICES.

ALL DATA SUPPLIED IN THIS QUESTIONNAIRE, AS WELL AS DATA COLLECTED DURING THE STUDY DATA COLLECTION INTERVAL, IS CONSIDERED TO TO BE CONFIDENTIAL. RESULTS OF THE STUDY WILL BE PRESENTED IN A MANNER WHICH WILL GUARANTEE THE ANONYMITY OF THE CASE STUDIES, UNLESS SPECIFICALLY AUTHORIZED OTHERWISE BY THE PARTICIPATING LIBRARY.

WE WILL USE THE DATA TO SUMMARIZE AND CORRELATE VARIOUS COSTING COMPONENTS AS OBSERVED IN THE 88 SURVEY LIBRARIES AND THE TWELVE CASE STUDIES. SPECIFIC ATTENTION WILL BE GIVEN THOSE FACTORS, OR VARIABLES, WHICH DIRECTLY AFFECT COSTS WITHIN TECHNICAL PROCESSING AND INTER-LIBRARY LOAN WITHIN VARIOUS TYPES OF LIBRARIES. ALL RESULTS WILL BE STRATIFIED INTO THE FOLLOWING CLASSES OF LIBRARY:

* LARGE (OVER 960,000 VOLUMES) ACADEMIC LIBRARIES
* OTHER (LESS THAN 960,000 VOLUMES) ACADEMIC LIBRARIES
* LARGE PUBLIC LIBRARIES
* REGIONAL LIBRARIES
* OTHER PUBLIC LIBRARIES

ALL RESULTS OF THIS SURVEY WILL BE PROVIDED TO YOUR LIBRARY. IN ADDITION, YOUR LIBRARY WILL RECEIVE A SUMMARY SHEET OF COSTS OBSERVED IN TECHNICAL PROCESSING AND INTERLIBRARY LOAN DURING THE DATA COLLECTION PERIOD TO BE CONDUCTED LATER. WE HOPE THAT YOU WILL TAKE FULL ADVANTAGE OF YOUR PARTICIPATION IN THIS STUDY. OUR STAFF IS AVAILABLE TO ASSIST YOU AS MUCH AS POSSIBLE.

THE FOLLOWING QUESTIONNAIRE HAS BEEN DESIGNED TO CAPTURE COSTING INFORMATION ON THOSE LIBRARY ACTIVITIES MOST LIKELY TO BE AFFECTED BY SERVICES OFFERED BY A NETWORK OPERATION. IN ADDITION, COSTING ELEMENTS NECESSARY TO DETERMINE ACTIVITY COSTS FROM THE THREE-WEEK DATA

COLLECTION ARE ALSO INCLUDED. THE COST ELEMENTS WHICH ARE BEING CONSIDERED IN THIS EXAMINATION ARE:

* DIRECT LABOR, INCLUDING THE NUMBER AND LEVEL OF STAFF, SALARIES AND FRINGE BENEFITS.
* ADMINISTRATIVE LABOR, INCLUDING THE STAFF INVOLVED IN PLANNING, BUDGETING AND OTHER ADMINISTRATIVE ACTIVITIES REQUIRED FOR THE MANAGEMENT OF THE LIBRARY AS A WHOLE.
* SUPPORT SERVICE, PROCURED TO INCREASE STAFF PRODUCTIVITY OR IMPROVE EFFICIENCY OR EFFECTIVENESS.
* TELECOMMUNICATIONS, INCLUDING TELEPHONE, TWX, TELEX AND SIMILAR SERVICES.
* EQUIPMENT USED IN PROCESSING MATERIALS, OR INTERLIBRARY LOAN REQUESTS.
* SUPPLIES USED IN THE NORMAL OPERATIONS OF TECHNICAL PROCESSING OR INTERLIBRARY LOAN.

THIS IS NOT AN INCLUSIVE LIST OF COSTS INCURRED BY THE LIBRARY FOR TECHNICAL PROCESSING AND INTERLIBRARY LOAN, RATHER A FOCUS UPON THOSE MAJOR COSTS. SIMPLISTICALLY, THESE COSTS CAN BE SUMMARIZED INTO THE FOLLOWING MANNER:

$$\begin{pmatrix}\text{COST OF}\\ \text{MATERIAL}\end{pmatrix} + \begin{pmatrix}\text{COST OF}\\ \text{STAFF}\end{pmatrix} + \begin{pmatrix}\text{PRORATED}\\ \text{ADMINISTRATIVE}\\ \text{OVERHEAD}\end{pmatrix} + \begin{pmatrix}\text{PRORATED}\\ \text{EQUIPMENT COST}\end{pmatrix} + \begin{pmatrix}\text{SUPPLY}\\ \text{COST}\end{pmatrix} + \begin{pmatrix}\text{COST OF}\\ \text{SUPPORT SERVICE}\end{pmatrix} + \begin{pmatrix}\text{OTHER}\\ \text{COSTS}\end{pmatrix} = \underline{\text{TOTAL COSTS}}$$

THIS IS CLEARLY A SIMPLIFIED APPROACH TO LIBRARY COSTS. "OTHER COSTS" SUCH AS FACILITY OVERHEAD, EQUIPMENT INVESTMENT, AND DEPRECIATION, DETAILED ADMINISTRATIVE OVERHEAD COSTS, ETC. WILL BE EXAMINED ON A SELECTIVE BASIS. FOR THE MOST PART EMPHASIS WILL BE PLACED ON THOSE BROAD COST CATEGORIES OF MATERIALS, STAFF, ADMINISTRATION, EQUIPMENT RENTAL, COMMUNICATIONS, SUPPORT SERVICES, AND SUPPLIES.

FOR YOUR CONVENIENCE THE QUESTIONNAIRE HAS BEEN BROKEN INTO FOURTEEN SECTIONS, FORMING ESSENTIALLY THREE PARTS OF EXAMINATION.

GENERAL

I. STRUCTURE: AN EXAMINATION OF THE GENERAL STRUCTURE OF YOUR LIBRARY, INCLUDING THE NUMBER OF BRANCHES AND BOOKMOBILES MAINTAINED BY YOUR LIBRARY, AND THE LIBRARY COOPERATIVES IN WHICH YOUR LIBRARY PARTICIPATES.

II. HOLDINGS: VOLUMES AND TITLES REPRESENTED IN YOUR LIBRARY, GROWTH OF COLLECTION, TYPES OF MATERIALS HELD, AND PARTICIPATION IN A UNION CATALOG OR LIST ARE THE FOCUS OF THIS SECTION.

COSTS

III. STAFF: THE SUBJECT OF THIS SECTION IS STAFFING PATTERNS AND TOTAL SALARY EXPENDITURES BY YOUR LIBRARY IN TECHNICAL PROCESSING, INTERLIBRARY LOAN AND ADMINISTRATION. IN ADDITION, NECESSARY SALARY AND FRINGE BENEFIT INFORMATION FOR COSTING OF ACTIVITY DATA COLLECTION IS EXAMINED.

IV. PROCESSING AND REFERENCE SUPPORT: AN EXAMINATION OF THE SUPPORT SERVICES AND PRODUCTS WHICH YOUR LIBRARY USES TO INCREASE VOLUMES PROCESSED, EFFICIENCY OR EFFECTIVENESS, ALONG WITH THE CORRESPONDING COSTS OF THOSE SERVICES.

V. EQUIPMENT, COMMUNICATIONS, AND SUPPLIES: THE FOCUS OF THIS SECTION IS UPON COPYING EQUIPMENT, STAFF RELATED EQUIPMENT AND SUPPLIES, PROCESSING SUPPLIES, AND COMMUNICATIONS COSTS.

VI. BUILDING FACILITIES: THIS SECTION EXAMINES FACILITY COSTS FOR THE LIBRARY AS IT RELATES TO TECHNICAL PROCESSING AND INTERLIBRARY LOAN.

VII. CURRENT YEAR BUDGET: A BREAKDOWN OF THE LIBRARY BUDGET INTO CATEGORIES OF COSTS ACCORDING TO THE DEPARTMENTS WHICH ARE SUBJECTS OF THIS SURVEY, INCLUDING THOSE COSTS EXAMINED IN SECTIONS III, IV, V, AND VI.

PROCEDURAL AND VOLUME DATA

VIII. REGIONAL LIBRARIES, REGIONAL RESOURCE CENTERS, AND CENTRALIZED PROCESSING AGENTS: THIS SECTION IS DIRECTED TO THOSE LIBRARIES IN THE STUDY WHO PROVIDE REGIONAL SERVICES TO OTHER LIBRARIES. SPECIFICALLY REQUESTED ARE THE SERVICES PROVIDED, AND THE REIMBURSEMENT THE LIBRARY RECEIVES FOR THESE SERVICES.

IX. PROCEDURAL DATA: THIS SECTION EXAMINES ACTIVITY ALLOCATION AND PROCEDURES WITHIN TECHNICAL PROCESSING AND INTERLIBRARY LOAN AS THEY MIGHT AFFECT THE COSTING OF LIBRARY SERVICES.

X. ACQUISITIONS: THIS SECTION EXAMINES THE CHARACTERISTICS OF THE CURRENT ACQUISITIONS OF YOUR LIBRARY, AND THE CORRESPONDING STATISTICS.

XI. CATALOGING: THE SUBJECT OF THIS SECTION IS THE CHARACTERISTICS OF CATALOGING THROUGHPUT, AND THE CORRESPONDING STATISTICS.

XII. INTERLIBRARY LOAN: THIS SECTION PERTAINS TO INTERLIBRARY LOAN FUNCTIONS, BOTH BORROWING AND LENDING, AND RELEVANT DATA ON INTERLIBRARY LOAN PATTERNS.

GENERAL INSTRUCTIONS

IN COMPLETING THIS QUESTIONNAIRE, YOU MAY FIND THAT A NUMBER OF QUESTIONS CANNOT BE ACCURATELY ANSWERED BECAUSE YOUR LIBRARY DOES NOT MAINTAIN SUCH STATISTICS. IN THESE CASES, IF YOU FEEL THAT AN ADEQUATE ESTIMATE CAN BE GIVEN, PLEASE PROVIDE US WITH THAT ESTIMATE. IN INSTANCES WHERE YOU DO GIVE US AN ESTIMATE, PLEASE INDICATE THESE ESTIMATES BY ENCLOSING YOUR RESPONSE IN PARENTHESES, ( ). IF YOU ARE UNABLE TO PROVIDE EITHER THE DATA, OR AN ESTIMATE, PLEASE INDICATE THIS IN THE SPACE PROVIDED FOR A RESPONSE. "NO DATA AVAILABLE" OR "UNABLE TO SUPPLY" WOULD BE ADEQUATE RESPONSES.

IF MORE THAN ONE PERSON IS RESPONSIBLE FOR THE COMPLETION OF THIS QUESTIONNAIRE, PLEASE NOTE THE INITIALS OF THE PERSON COMPLETING EACH PAGE AT THE BOTTOM OF THE PAGE. IN THIS MANNER WE WILL BE ABLE TO BETTER FOLLOW-UP INCOMPLETE DATA OR CONFLICTING RESPONSES.

IF YOU HAVE ANY QUESTIONS, OR DIFFICULTIES, IN COMPLETING THIS FORM, PLEASE FEEL FREE TO CONTACT US. WE REALIZE THAT THE LENGTH OF THE QUESTIONNAIRE, AND THE EXPLICIT DATA REQUESTED, REQUIRES A GREAT DEAL OF YOUR TIME AND PATIENCE. FOR THIS REASON, IF WE CAN HELP YOU AVOID ANY DIFFICULTIES, OR ASSIST YOU IN THE COMPLETION OF THE QUESTIONNAIRE, WE ARE HERE TO HELP. YOU MAY WISH TO WAIT ON YOUR QUESTIONS ABOUT THIS FORM UNTIL OUR COST AND FUNDING ANALYST VISITS YOUR LIBRARY. SHE WILL BE MOST HAPPY TO CLARIFY ANY OF THE SECTIONS, OR HELP YOU PROVIDE THE REQUESTED INFORMATION.

THANKS FOR YOUR EFFORTS AND DILIGENCE!!!

IF THE INFORMATION SHOWN ON THE MAILING LABEL IS INCORRECT PLEASE MAKE THE APPROPRIATE CORRECTIONS IN THE SPACE PROVIDED.

MAILING LABEL
DIRECTOR
LIBRARY NAME
ADDRESS
CITY, STATE, ZIP CODE

ADDRESS CORRECTIONS

_____
_____
_____
_____

IF WE HAVE QUESTIONS REGARDING DATA SUPPLIED IN THIS FORM, PLEASE SPECIFY BELOW THE NAME, TITLE AND PHONE NUMBER OF THE PERSON IN YOUR LIBRARY WE MIGHT CONTACT.

NAME: _____
TITLE: _____
PHONE: _____

(c1)

i. HAS YOUR LIBRARY PARTICIPATED IN THE NATIONAL CENTER FOR EDUCATIONAL STATISTICS LIBGIS (Library general information survey) SURVEY? (11)

YES ( )
NO ( )

IF YES, DURING WHAT YEARS DID YOUR LIBRARY PARTICIPATE IN THIS SURVEY? _____ (12-19)

ii. HAS YOUR PARENT INSTITUTION PARTICIPATED IN THE NATIONAL CENTER FOR EDUCATIONAL STATISTICS HEGIS (Higher education general information survey) SURVEY? (20)

YES ( )
NO ( )

IF YES, DURING WHAT YEARS DID YOUR PARENT INSTITUTION PARTICIPATE IN THIS SURVEY? _____ (21-28)

iii. WHAT IS CONSIDERED TO BE THE REPORTING YEAR FOR YOUR LIBRARY? (29-33)

CALENDAR YEAR ( )
FISCAL YEAR ( ) BEGINNING (month) _____, AND ENDING (month) _____.

IN THIS QUESTIONNAIRE, INDICATE WHEN ANSWERS GIVEN ARE NOT BASED ON THE NORMAL REPORTING YEAR FOR YOUR LIBRARY.

Initials _____ 11

I. STRUCTURE

This section examines the general structure of your library, including the number of branches and bookmobiles maintained by your library, and the library cooperatives in which your library participates.

(c1)

A. HOW MANY BRANCH LIBRARIES (excluding the main library) ARE ATTACHED TO YOUR LIBRARY? INCLUDE ONLY THOSE BRANCHES WHICH ARE UNDER THE ADMINISTRATIVE JURISDICTION OF YOUR LIBRARY AND ARE INCORPORATED INTO THE BUDGETING, ACCOUNTING AND PROCESSING FUNCTIONS OF THE MAIN LIBRARY.

_____ (34,35)

B. HOW MANY BOOKMOBILES DOES YOUR LIBRARY OPERATE? INCLUDE THE NUMBER OF MOBILE UNITS CARRYING LIBRARY MATERIALS TO RURAL OR DISTANT AREAS FOR THE PURPOSES OF CIRCULATION AND SERVICE TO RURAL OR DISTANT POPULATIONS THAT YOUR LIBRARY PRESENTLY MAINTAINS. DO NOT INCLUDE THE NUMBER OF STOPS MADE BY THESE BOOKMOBILES.

_____ (36,37)

C. PLEASE INDICATE BELOW ANY MULTI-LIBRARY SYSTEM, NETWORK, CONSORTIUM, OR RESOURCE-SHARING GROUP IN WHICH YOUR LIBRARY PARTICIPATES.

( ) 1. MULTI-STATE SYSTEM (a group, cooperative or other organization of libraries extending over two or more states of which interests or goals in some direct manner affect libraries). (38)
Specify name(s) of group(s): _____

( ) 2. STATE SYSTEM (a group, cooperative, hierarchy or other organization of libraries which is state-wide and of which interests or goals in some direct manner affect libraries.) (39)
Specify name(s) of group(s): _____

( ) 3. MULTI-COUNTY SYSTEM (a group, cooperative or other organization of libraries which extends over two or more counties and of which interests or goals in some direct manner affect libraries). (40)
Specify name(s) of group(s): _____

( ) 4. COUNTY SYSTEM (a group, cooperative, hierarchy, or other organization which is county-wide and of which goals and interests in some direct manner affect libraries). (41)
Specify name(s) of group(s): _____

( ) 5. ACADEMIC CONSORTIUM (a group of academic libraries whose interests or goals in some direct manner affect libraries). (42)
Specify name(s) of group(s): _____

( ) 6. OTHER (Any other group, cooperative, hierarchy or other organization of libraries whose interests or goals in some direct manner affect libraries, and for which the above five categories are inappropriate). (43)
Specify name(s) of group(s): _____

Initials _____

I. STRUCTURE (CONT'D)

D. PLEASE ATTACH AN ORGANIZATION CHART FOR YOUR LIBRARY. DELINEATE THE HIERARCHIAL STRUCTURE, OR LINE OF SUPERVISION, FOR EACH DEPARTMENT WITHIN THE LIBRARY. IF POSSIBLE, PLEASE GIVE THE SALARY BUDGET (NOT INDIVIDUAL SALARIES) OF DIVISIONS, OFFICES OR DEPARTMENTS RESPONSIBLE FOR THE SUPERVISION OF ACQUISITIONS, CATALOGING, MATERIALS PROCESSING, SERIALS CONTROL AND INTERLIBRARY LOAN DEPARTMENTS. PLEASE DO NOT GIVE NAMES OF EMPLOYEES IN THIS STRUCTURE.

II. HOLDINGS

Using the following definitions, please indicate in this section the holdings (volumes and titles) of your library over the past four years, and an estimated holdings expected at the end of the current reporting year. Include holdings of all branch libraries and bookmobiles maintained by your library.

BOOKSTOCK: Books, and other printed materials, that are cataloged in the same manner as books and that are interfiled with, or may be interfiled with, books. For example, a government document or a yearbook that has been cataloged as a book and shelved with books is to be reported as bookstock. Collections of government documents, pamphlets, paperback books, technical reports, manuscripts, memoirs, proceedings transactions of societies, monographic and publishers' series, etc. that are NOT cataloged in the same manner as books should NOT be considered bookstock. Bookstock may cataloged by the Library of Congress, Dewey Decimal, or any other classification scheme adopted by the library.

PERIODICALS: A periodical is a publication constituting one issue in a continuous series under the same title published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated. Newspapers as well as publications appearing annually or less frequently are included in this definition.

BOUND PERIODICALS: A group of periodicals issued under the same title bound together in a single binding, usually in consecutive order according to volume number or date of publication.

MICROFORMS: Microforms are materials that have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called microcopy and microtext.

PRINTED GOVERNMENT DOCUMENTS: A printed government document is any publication in book or serial form bearing a government imprint, e.g. the publications of the Federal, State, local and foreign governments and of world organizations, such as United Nations, European Common Market, etc. Do not include printed government documents cataloged in the same manner as books, and not in separate collections: these should be entered as BOOKSTOCK. Report printed government documents housed in separate collections under PRINTED GOVERNMENT DOCUMENTS.

AUDIO AND/OR VISUAL MATERIALS: These are nonbook library materials. Some require the use of special equipment in order to be seen and/or heard (e.g. motion pictures, audio recordings, filmstrips, slides, overhead transparencies, and mixed media (multi-media) kits). Others do not require the use of special equipment in order to be seen and/or heard (e.g. flat pictures, study prints, maps, charts and games).

OTHER: All materials which do not in any logical manner fit into the above categories (e.g. technical reports, pamphlets, paperback books, manuscripts, etc. that are not cataloged as books).

TITLES: A publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides or parts. It applies equally to printed materials, such as books and periodicals, as well as to audio and/or visual materials and microforms.

VOLUMES: A physical unit of any printed, typewritten, handwritten, mimeographed, or processed work, normally contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use.

Collections which are a part of your library but have limited distribution (e.g. collections for the blind and handicapped, rare books, etc.) should be entered as a footnote, indicating titles and volumes.

Collections which are housed by your library, but not owned by your library, should also be entered as a footnote indicating titles and volumes.

Any materials not included in the counts below should be footnoted.

II. HOLDINGS (CONT'D)

PLEASE INDICATE BELOW TITLE AND VOLUME HOLDINGS OF YOUR LIBRARY OVER THE PAST FOUR YEARS AND THE EXPECTED HOLDINGS AT THE END OF THE CURRENT REPORTING YEAR, IN ACCORDANCE WITH THE PRECEDING DEFINITIONS.

	A. BOOKSTOCK (11 - 20)	B. BOUND PERIODICALS (21 - 30)	MICROFORMS C. BOOKS (31 - 40)	MICROFORMS D. PERIODICALS (41 - 50)	E. PRINTED GOVERNMENT DOCUMENTS (51 - 60)	F. AUDIO AND/OR VISUAL MATERIALS (61 - 70)	G. OTHER (71 - 80)	
TITLES*								
1. 1972								(c2)
2. 1973								(c3)
3. 1974								(c4)
4. 1975								(c5)
5. 1976 (est.)								(c6)
VOLUMES								
6. 1972								(c7)
7. 1973								(c8)
8. 1974								(c9)
9. 1975								(c10)
10. 1976 (est.)								(c11)

Number of PHYSICAL UNITS of all types of microform NOT reported in the above count: _____ (31 - 40)

*TITLES: If you cannot supply title information, supply volume count and indicate here your estimated ratio of titles to volumes for bookstock. _____ (41-50)

H. PRESENTLY, WHAT NUMBER OF CURRENT PERIODICAL TITLES (excluding duplicates) DOES YOUR LIBRARY RECEIVE? _____ (c12) (11-20)

I. PLEASE INDICATE BELOW IN WHICH UNION CATALOGS, OR UNION LISTS, ANY OF YOUR LIBRARY'S HOLDINGS ARE INCLUDED, AND WHETHER THESE ARE COMPUTER PRODUCED.

	TYPE OF MATERIAL	TITLE OF UNION CATALOG OF UNION LIST	COMPUTER PRODUCED	
( ) 1.	BOOKSTOCK	_____	( ) YES ( ) NO	(21,22)
( ) 2.	PERIODICALS	_____	( ) YES ( ) NO	(23,24)
( ) 3.	OTHER	_____	( ) YES ( ) NO	(25,26)
( ) 4.	THE HOLDINGS OF MY LIBRARY DO NOT APPEAR IN ANY UNION CATALOG OR UNION LIST.			

IF YOU HAVE CHECKED ITEM (4), YOU MAY PROCEED TO SECTION III, OF THIS QUESTIONNAIRE.

J. ARE ALL OF YOUR HOLDINGS LISTED IN THE ABOVE NAMED UNION CATALOG(S) OR UNION LIST(S)? (27)

YES ( )
NO ( ) IF NO, PLEASE DESCRIBE BELOW THE BASIS UPON WHICH YOUR HOLDINGS ARE LISTED IN THE(SE) UNION CATALOG(S) OR LIST(S).

_____

III. STAFF

THIS SECTION PERTAINS TO THE STAFFING PATTERNS OF YOUR LIBRARY. THROUGHOUT THIS SECTION THE FOLLOWING DEFINITIONS SHOULD BE EMPLOYED.

FULLTIME EQUIVALENCIES: The total number of employee hours paid for annually to all employees in the category, divided by the total annual hours for which a normal fulltime employee is paid. Thus, if the normal work week for a fulltime employee is 40 hours, the total annual hours is considered to be 2080 hours for a fulltime employee, regardless of vacation or paid sick leave.

PROFESSIONAL LIBRARIAN: A library employee who is considered by the library, and employed by the library, as a "librarian," either by virtue of education, certification, or other qualification, and whose salary is paid by the library.

OTHER PROFESSIONAL: This category includes members of the library staff who do not act as librarians but are considered professional members of another profession and perform that function within the library (e.g. accountant, systems analyst, business manager, curator). Include only those other professionals who are paid by the library.

LIBRARY ASSISTANT: This category includes members of the library staff who perform technical tasks related to public services, technical processing, or other library function, and who are not librarians. Staff titles vary, and include para-professional, library technical assistant and library assistant. Include only those other professionals who are paid by the library.

CLERKS: This category includes members of the library staff responsible for clerical and secretarial support. They may perform other duties associated with library operations as well. Include only employees paid by the library.

STUDENT ASSISTANTS/PAGES: Usually part-time employees, student assistants or pages are those members of the library staff normally paid on an hourly basis and perform tasks in support of library operations, such as shelving, circulation, physical processing and other supportive tasks. Include only employees paid by the library.

OTHER (EXCLUDING PERSONNEL RESPONSIBLE FOR PLANT MAINTENANCE AND PHYSICAL FACILITIES): Include here all paid employees who do not in any manner fall into the above categories. Include only employees paid by the library. Exclude members of the staff involved in plant maintenance, ground unkeep or in guarding the facilities.

PERSONNEL PAID BY OUTSIDE SOURCES: This category applies to all staff members whose salary is paid by other than the library. This would include all special project staff whose salaries are provided by the state, federal government, or any form of grant, as well as regional headquarters staff whose salary is paid for by the region, or a group of libraries.

VOLUNTEERS: This category includes all persons who donate their time to support library operations, including faculty members who provide non-paid service. Estimate the fulltime equivalencies of this donated time, NOT the number of volunteers.

ADMINISTRATION: All personnel involved in the management and administration (planning, budgeting, personnel administration etc.) of the ENTIRE library. This would include the library director, assistant directors, accountant, personnel and business managers, any any support staff directly attached to the administrative offices of the library. This does NOT include administrative positions within departments of the library (e.g. catalog department chief).

CATALOG DEPARTMENT: The department, section, division or administrative unit of the library (or personnel, if there is no distinct department) responsible for classification, bibliographic description, preparation of, and maintenance of bibliographic entries for library holdings.

ACQUISITIONS DEPARTMENT: The administrative unit, or personnel if there is no distinct unit, in charge of acquiring (and perhaps selecting) books, periodicals and other materials by purchase, exchange, or gift, and of keeping the necessary records of these additions.

SERIALS DEPARTMENT: The administrative unit, or personnel if there is no distinct unit, in charge of handling serials, which may include ordering, checking-in, cataloging, preparation for binding, etc.

MATERIALS FINISHING: The administrative unit, or personnel if there is no distinct department, in charge of repair, edge stamping, labeling, etc. This section, department or division may be variously called binding and finishing, end-processing, or materials finishing.

INTERLIBRARY LOAN DEPARTMENT: The administrative unit, or personnel if there is no distinct department, in charge of borrowing library materials from, and lending materials to, other libraries.

All categories should be considered exclusive, that is, an employee cannot work in two departments at once, or be charged to two departments for the same time worked, or be two types of employee simultaneously. However, an employee's time can be divided among two or more departments (fractions of an FTE) and charged to two or more departments according to the percent of time worked in each department. The combined time of any one employee should not exceed one fulltime equivalency.

III. STAFF (CONT'D)

A. ACQUISITIONS DEPARTMENT

PLEASE LIST BELOW A NUMBER ASSIGNMENT OR EMPLOYEE IDENTIFICATION NUMBER FOR ALL INDIVIDUALS ATTACHED TO THE ACQUISITIONS DEPARTMENT, OR PERSONNEL RESPONSIBLE FOR ACQUIRING BOOKS, PERIODICALS, AND OTHER MATERIALS BY PURCHASE, EXCHANGE, OR GIFT AND POSSIBLY SELECTING LIBRARY MATERIALS, IF NO DISTINCT DEPARTMENT EXISTS. INCLUDE STUDENT ASSISTANTS, STAFF PAID BY OUT-OF-LIBRARY SOURCES, VOLUNTEERS AND BRANCH PERSONNEL INVOLVED IN THE ACQUISITION FUNCTION. INDICATE THE TYPE OF EMPLOYEE (e.g. professional librarian, library assistant, etc.) BY USING THE CLASSIFICATION CODES AT THE BOTTOM OF THIS PAGE. EACH EMPLOYEE SHOULD BE INFORMED OF HIS/HER EMPLOYEE IDENTIFICATION NUMBER AS S/HE WILL USE THIS NUMBER DURING THE LATER DATA COLLECTION IN PLACE OF A NAME FOR IDENTIFICATION PURPOSES. INCLUDE OPEN POSITIONS.

	a. EMPLOYEE ID NUMBER (11-15)	b. TYPE OF EMPLOYEE* (20)	c. ANNUAL SALARY (if salaried) (21-30)	d. HOURLY WAGE (if paid by hour) (31-35)	HOURS PER WEEK IN: e. ACQUISITIONS (37.38)	f. OTHER	g. TOTAL (39,40)	h. NUMBER OF YEARS EMPLOYED BY THIS LIBRARY (44,45)	i. EMPLOYEE ID NUMBER OF IMMEDIATE SUPERVISOR (49-50)	j. NUMBER OF MONTHS WORKED PER YEAR (if less than 12) (54-55)
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*TYPE OF EMPLOYEE -- a. PROFESSIONAL LIBRARIAN b. OTHER PROFESSIONAL c. LIBRARY ASSISTANT d. CLERK
e. STUDENT ASSISTANT/PAGE f. OTHER g. EMPLOYEE PAID BY OUT-OF-LIBRARY SOURCE h. VOLUNTEER

Initials_____

USE ADDITIONAL PAGE, IF REQUIRED.

III. STAFF (CONT'D)

B. CATALOGING DEPARTMENT

PLEASE LIST BELOW A NUMBER ASSIGNMENT OR EMPLOYEE IDENTIFICATION NUMBER FOR ALL INDIVIDUALS ATTACHED TO THE CATALOGING DEPARTMENT, OR PERSONNEL RESPONSIBLE FOR CLASSIFICATION, BIBLIOGRAPHIC DESCRIPTION AND BIBLIOGRAPHIC ENTRIES FOR LIBRARY HOLDINGS, IF NO DISTINCT DEPARTMENT EXISTS. INCLUDE STUDENT ASSISTANTS, STAFF PAID BY OUT-OF-LIBRARY SOURCES, VOLUNTEERS AND BRANCH PERSONNEL INVOLVED IN CATALOGING FUNCTIONS. INDICATE TYPE OF EMPLOYEE (e.g. professional librarian, library assistant, etc.) BY USING THE CLASSIFICATION CODES THAT APPEAR AT THE BOTTOM OF THE PAGE. EACH EMPLOYEE SHOULD BE INFORMED OF HIS/HER EMPLOYEE IDENTIFICATION NUMBER AS S/HE WILL USE THIS NUMBER DURING THE LATER DATA COLLECTION IN PLACE OF A NAME FOR IDENTIFICATION PURPOSES. INCLUDE OPEN POSITIONS AS WELL.

	a. EMPLOYEE ID NUMBER (11-15)	b. TYPE OF EMPLOYEE* (20)	c. ANNUAL SALARY (if salaried) (21-30)	d. HOURLY WAGE (if paid by hour) (31-35)	HOURS PER WEEK IN: e. CATALOGING (37-38)	f. OTHER	g. TOTAL (39-40)	h. NUMBER OF YEARS EMPLOYED BY THIS LIBRARY (44-45)	i. EMPLOYEE ID NUMBER OF IMMEDIATE SUPERVISOR (49-50)	j. NUMBER OF MONTHS WORKED PER YEAR (if less than 12) (54-55)
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*TYPE OF EMPLOYEE -- a. PROFESSIONAL LIBRARIAN b. OTHER PROFESSIONAL c. LIBRARY ASSISTANT d. CLERK
e. STUDENT ASSISTANT/PAGE f. OTHER g. EMPLOYEE PAID BY OUT-OF-LIBRARY SOURCE h. VOLUNTEER

25

USE ADDITIONAL PAGE, IF REQUIRED.

Initials_____

III. STAFF (CONT'D)

C. SERIALS DEPARTMENT

PLEASE LIST BELOW A NUMBER ASSIGNMENT OR EMPLOYEE IDENTIFICATION NUMBER FOR ALL INDIVIDUALS ATTACHED TO THE SERIALS DEPARTMENT, OR PERSONNEL RESPONSIBLE FOR HANDLING SERIALS, WHICH MAY INCLUDE ORDERING, CHECKING-IN, CATALOGING AND PREPARATION FOR BINDING, IF NO DISTINCT DEPARTMENT EXISTS. INCLUDE STUDENT ASSISTANTS, STAFF PAID BY OUT-OF-LIBRARY SOURCES, VOLUNTEERS AND BRANCH PERSONNEL INVOLVED IN CATALOGING FUNCTIONS. INDICATE TYPE OF EMPLOYEE (e.g. professional librarian, library assistant, etc.) BY USING THE CLASSIFICATION CODES THAT APPEAR AT THE BOTTOM OF THE PAGE. EACH EMPLOYEE SHOULD BE INFORMED OF HIS/HER EMPLOYEE IDENTIFICATION NUMBER AS S/HE WILL USE THIS NUMBER DURING THE LATER DATA COLLECTION IN PLACE OF A NAME FOR IDENTIFICATION PURPOSES. INCLUDE OPEN POSITIONS AS WELL.

	a. EMPLOYEE ID NUMBER (11-15)	b. TYPE OF EMPLOYEE* (20)	c. ANNUAL SALARY (if salaried) (21-30)	d. HOURLY WAGE (if paid by hour) (31-35)	HOURS PER WEEK IN: e. SERIALS (37-38)	f. OTHER	g. TOTAL (39-40)	h. NUMBER OF YEARS EMPLOYED BY THIS LIBRARY (44-45)	i. EMPLOYEE ID NUMBER OF IMMEDIATE SUPERVISOR (49-50)	j. NUMBER OF MONTHS WORKED PER YEAR (if less than 12) (54-55)
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*TYPE OF EMPLOYEE -- a. PROFESSIONAL LIBRARIAN b. OTHER PROFESSIONAL c. LIBRARY ASSISTANT d. CLERK
e. STUDENT ASSISTANT/PAGE f. OTHER g. EMPLOYEE PAID BY OUT-OF-LIBRARY SOURCE h. VOLUNTEER

USE ADDITIONAL PAGE, IF REQUIRED.

Initials_____

III. STAFF (CONT'D)

D. INTERLIBRARY LOAN DEPARTMENT

PLEASE LIST BELOW A NUMBER ASSIGNMENT OR EMPLOYEE IDENTIFICATION NUMBER FOR ALL INDIVIDUALS ATTACHED TO THE INTERLIBRARY LOAN DEPARTMENT, OR PERSONNEL RESPONSIBLE FOR BORROWING LIBRARY MATERIALS FROM, AND LENDING MATERIALS TO, OTHER LIBRARIES, IF NO DISTINCT DEPARTMENT EXISTS. INCLUDE STUDENT ASSISTANTS, STAFF PAID BY OUT-OF-LIBRARY SOURCES, VOLUNTEERS, AND BRANCH PERSONNEL INVOLVED IN INTERLIBRARY LOAN FUNCTIONS. INDICATE THE TYPE OF EMPLOYEE (e.g. professional librarian, library assistant, etc.) BY USING THE CLASSIFICATION CODES AT THE BOTTOM OF THIS PAGE. EACH EMPLOYEE SHOULD BE INFORMED OF HIS/HER EMPLOYEE IDENTIFICATION NUMBER AS S/HE WILL USE THIS NUMBER DURING THE LATER DATA COLLECTION IN PLACE OF A NAME FOR IDENTIFICATION PURPOSES. INCLUDE OPEN POSITIONS AS WELL.

	a. EMPLOYEE ID NUMBER (11-15)	b. TYPE OF EMPLOYEE* (20)	c. ANNUAL SALARY (if salaried) (21-30)	d. HOURLY WAGE (if paid by hour) (31-35)	HOURS PER WEEK IN: e. INTERLIBRARY LOAN (37-38)	f. OTHER	g. TOTAL (39-40)	h. NUMBER OF YEARS EMPLOYED BY THIS LIBRARY (44-45)	i. EMPLOYEE ID NUMBER OF IMMEDIATE SUPERVISOR (49-50)	j. NUMBER OF MONTHS WORKED PER YEAR (if less than 12) (54-55)
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*TYPE OF EMPLOYEE -- a. PROFESSIONAL LIBRARIAN b. OTHER PROFESSIONAL c. LIBRARY ASSISTANT d. CLERK
e. STUDENT ASSISTANT/PAGE f. OTHER g. EMPLOYEE PAID BY OUT-OF-LIBRARY SOURCE h. VOLUNTEER

USE ADDITIONAL PAGE, IF REQUIRED.

Initials____

III. STAFF (CONT'D)

F. FRINGE BENEFITS

PLEASE INDICATE BELOW THE FRINGE BENEFITS, SUCH AS RETIREMENT AND INSURANCE, PAID BY EITHER THE LIBRARY OR A SOURCE OTHER THAN THE EMPLOYEE SUCH AS LOCAL, STATE, FEDERAL OR COLLEGE ADMINISTRATION. INDICATE THE PERCENTAGE OF EMPLOYEE SALARY THAT THESE FRINGE BENEFITS REPRESENT

	PERCENT OF SALARY IN FRINGE BENEFITS PAID BY:				
	a. LIBRARY		b. OTHER		c. TOTAL
1. PROFESSIONAL LIBRARIAN	____%	+	____%	=	____%
2. OTHER PROFESSIONAL	____%	+	____%	=	____%
3. LIBRARY ASSISTANT	____%	+	____%	=	____%
4. CLERK	____%	+	____%	=	____%
5. STUDENT ASSISTANT/PAGE	____%	+	____%	=	____%
6. OTHER	____%	+	____%	=	____%
7. STAFF PAID BY OUT-OF-LIBRARY SOURCE	____%	+	____%	=	____%

PLEASE INDICATE BELOW THE NUMBER OF PAID HOLIDAYS, SICK LEAVE AND VACATION THE FOLLOWING TYPES OF EMPLOYEE ACCRUE OR RECEIVE ANNUALLY. UNDER EACH CATEGORY OF EMPLOYEE INDICATE THE NUMBER OF YEARS THIS TYPE OF EMPLOYEE MUST BE EMPLOYED IN THE LIBRARY TO RECEIVE INCREASED VACATION OR SICK LEAVE, IF THE LIBRARY HAS A GRADUATED FORMULA FOR THIS.

		NUMBER OF YEARS EMPLOYED AT LIBRARY TO QUALIFY	TYPE OF PAID NON-WORK DAYS PER YEAR: a. HOLIDAYS		b. SICK LEAVE		c. VACATION		d. TOTAL
PROFESSIONAL LIBRARIAN	8.			+		+		=	
	9.			+		+		=	
	10.			+		+		=	
	11.			+		+		=	
OTHER PROFESSIONAL	12.			+		+		=	
	13.			+		+		=	
	14.			+		+		=	
	15.			+		+		=	
LIBRARY ASSISTANT	16.			+		+		=	
	17.			+		+		=	
	18.			+		+		=	
	19.			+		+		=	
CLERK	20.			+		+		=	
	21.			+		+		=	
	22.			+		+		=	
	23.			+		+		=	
STUDENT ASSISTANT/PAGE	24.			+		+		=	
	25.			+		+		=	

III. STAFF (CONT'D)

F. FRINGE BENEFITS (CONT'D)

26. DO EMPLOYEES OF YOUR LIBRARY RECEIVED A PAID SABBATICAL, OR OTHER SIMILAR FORM OF PAID LEAVE?

YES ( )
NO ( )

IF NO, YOU MAY PROCEED TO QUESTION 30 OF PART F, SECTION III.

27. WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR EMPLOYEES RECEIVING SABBATICALS OR PAID LEAVE?

_____

28. HOW OFTEN DOES A LIBRARY EMPLOYEE WHO MEETS THE REQUIREMENTS SPECIFIED IN QUESTION (27) BECOME ELIGIBLE FOR A SABBATICAL OR PAID LEAVE?

_____

29. WHAT IS THE TERM OF THE SABBATICAL, THAT IS, THE LENGTH OF THE PAID SABBATICAL, OR PAID LEAVE?

_____

30. PLEASE LIST BELOW OTHER BENEFITS PAID BY THE LIBRARY, OR OUT-OF-LIBRARY SOURCE OTHER THAN THE EMPLOYEE, OR WHICH ARE PROVIDED BY THESE SOURCES OTHER THAN THOSE LISTED ABOVE. THIS WOULD INCLUDE EDUCATIONAL BENEFITS, STOCK PLANS, PROFESSIONAL MEMBERSHIP FEES, ETC.

a. TYPE OF EMPLOYEE RECEIVING BENEFIT	b. DOLLAR/PERCENTAGE FORMULA EMPLOYED	c. TYPE OF BENEFIT	d. SOURCE OF PAYMENT OR PROVIDER

Initials _____

III. STAFF (CONT'D)

PLEASE INDICATE IN THE FOLLOWING TABLE, THE FULL-TIME EQUIVALENCIES IN EACH CATEGORY. PLEASE INCLUDE OPEN POSITIONS AS WELL. ALSO FOR EACH CATEGORY, INDICATE THE TOTAL ANNUAL SALARY EXPENDITURE, EXCLUDING FRINGE BENEFITS. INCLUDE OPEN POSITIONS IN SALARY CALCULATIONS ALSO. NOTE THAT SALARY EXPENDITURES SHOULD CORRESPOND TO THE NUMBER OF FULL-TIME EQUIVALENCES (FTE) IN EACH CATEGORY.

FULL-TIME EQUIVALENCIES(FTE)	G. TOTAL LIBRARY (11-20)	H. ADMINISTRATION (21-35)	I. MATERIALS FINISHING (21-35)
1. Professional librarian			
2. Other professional			
3. Library assistant			
4. Clerks			
5. Student assistant/page			
6. Other (excluding staff involved in plant maintenance			
Subtotal of staff paid by library			
7. Staff paid by outside sources			
8. Volunteers			
Total FTE			
SALARIES			
9. Professional librarian	$	$	$
10. Other professional	$	$	$
11. Library assistant	$	$	$
12. Clerks	$	$	$
13. Student assistant/page	$	$	$
14. Other (excluding staff involved in plant maintenance)	$	$	$
Total salaries paid by the library	$	$	$

J. PLEASE INDICATE BELOW THE FULL-TIME EQUIVALENCIES (FTE) PRESENTLY EMPLOYED IN YOUR LIBRARY IN THE FOLLOWING FUNCTIONS OR POSITIONS:

		(c28)
1. BUSINESS AND FINANCIAL STAFF (excluding book fund bookkeepers)	_____	(23-27)
2. BOOK FUND BOOKKEEPERS	_____	(28-32)
3. LIBRARY PLANNING	_____	(33-37
4. LIBRARY FUND RAISING	_____	(38-42)
5. SYSTEMS ANALYSTS	_____	(43-47)
6. PROGRAMMERS	_____	(48-52)

PLEASE INDICATE THE AVERAGE SALARY INCREASES GIVEN DURING THE FOLLOWING YEARS BY CATEGORIES OF EMPLOYEE. THIS SHOULD REPRESENT THE COMBINED PERCENTAGE INCREASES OF MERIT AND COST-OF-LIVING INCREASES. PROMOTIONAL INCREASES GIVEN TO EMPLOYEES MOVING INTO NEW POSITIONS SHOULD NOT BE INCLUDED.

	K. 1974		L. 1975		M. 1976 (est.)	(c29)
	%	(11,12)	%	(13,14)	%	(15,16)
	%	(17,18)	%	(19,20)	%	(21,22)
	%	(23,24)	%	(25,26)	%	(27,28)
	%	(29-30)	%	(31,32)	%	(33,34)
	%	(35-36)	%	(37,38)	%	(39,40)
	%	(41,42)	%	(43,44)	%	(45,46)

Initials _____

IV. PROCESSING AND REFERENCE SUPPORT

This section examines those services or products procured by your library, and systems developed for your library, which increase cost-efficiency, increase throughput (volume processed), supplant in-library tasks, etc., such as pre-processing, automated cataloging systems, printed card sets, and automated buying.

A. DOES YOUR LIBRARY CONTRACT FOR SERVICES, PURCHASE PRODUCTS, OR HAVE SYSTEMS WHICH SUPPLANT IN-LIBRARY TASKS, INCREASE COST EFFICIENCY, INCREASE THROUGHPUT (VOLUME PROCESSED), ETC.? THIS INCLUDES PRE-PROCESSING SERVICES, PRINTED CARDS, AUTOMATED CATALOGING SYSTEMS, BIBLIOGRAPHIC CENTER SUPPORT, AUTOMATED ACQUISITIONS AND CIRCULATION SYSTEMS. (c30)

YES ( )
NO ( ) If NO, you may proceed to section V of this questionnaire. (11)

Please indicate below what services, products, or support systems are procured or employed by your library which supplant in-library tasks, increase cost efficiency, etc. For each of those functions which you have checked, please indicate the volume and cost of these services or products for the last reporting year. In Columns (C) and (D) include total cost of service, that is, membership or subscription cost along with service charges. If you receive a combination of services, which are not charged separately (e.g., preprocessed materials which arrive at the library with card sets and shelf processing, items (14) and (17) below) and cannot be separated, enter the annual cost of all combined services in the first entry of the combined service. In remaining components of the combined service you may place a note to indicate that costs have been noted above. If your library subscribes to several sources for the same service, or product (e.g. printed cards) you may combine the costs of all sources, as well as the volume received from all sources for this service. When entering the volume, please indicate the unit employed (e.g. card sets, volumes, issues, titles, etc.)

	B. FUNCTION	C. ANNUAL VOLUME (INDICATE THE UNIT OF COUNT EMPLOYED)		D. TOTAL ANNUAL COST	
ACQUISITIONS	( ) 1. SEARCHING FOR NEW TITLES TO BE ACQUIRED		(12-16)	$	(17-23)
	( ) 2. CHECKING THAT DESIRED TITLES ARE NOT ALREADY HELD IN YOUR LIBRARY		(24-28)	$	(29-35)
	( ) 3. CHECKING THAT DESIRED TITLES ARE NOT ALREADY ORDERED (i.e., they are backordered)		(36-40)	$	(41-47)
	( ) 4. PRODUCING ORDERS FOR MATERIALS		(48-52)	$	(53-59)
	( ) 5. PRODUCING CLAIM/CANCEL NOTICES FOR SUPPLIERS WITH BACKORDERED MATERIAL		(60-64)	$	(65-71)
					(c31)
	( ) 6. ENCUMBRANCE OF BUDGETED FUNDS FOR ACQUISITIONS		(11-15)	$	(16-22)
	( ) 7. PRODUCING PAYMENTS TO VENDORS OR SUPPLIERS OF ORDERED MATERIAL		(23-27)	$	(28-34)
	( ) 8. PRODUCING LISTS OF NEW ACQUISITIONS FOR USERS		(35-39)	$	(40-46)
	( ) 9. PERIODIC STATISTICS ON NUMBERS OF TITLES ACQUIRED/ORDERED/BACKORDERED		(47-51)	$	(52-58)
	( )10. OTHER ACQUISITION FUNCTIONS, TASKS OR PRODUCTS (SPECIFY)				
	_____		(59-63)	$	(64-70)
	_____		(11-15)	$	(c32) (16-22)
	_____		(23-27)	$	(28-34)

Initials _____

IV. PROCESSING AND REFERENCE SUPPORT (cont.)

	B. FUNCTION	C. ANNUAL VOLUME (INDICATE THE UNIT OF COUNT EMPLOYED)		D. TOTAL ANNUAL COST	
CATALOGING	( )11. VERIFICATION THAT MATERIAL IS NOT ALREADY CATALOGED		(35-39)	$	(c32) (40-46)
	( )12. SEARCHING FOR CATALOGING DATA		(47-51)	$	(52-58)
	( )13. PRODUCING CATALOGING COPY		(59-63)	$	(64-70)
	( )14. PRODUCTION OF CATALOG CARDS, OR PRINTED CARD SETS		(11-15)	$	(c33) (16-22)
	( )15. PRODUCTION OF BOOK CATALOG		(23-27)	$	(28-34)
	( )16. PRODUCTION OF MICROFORM CATALOG		(35-39)	$	(40-46)
	( )17. PRODUCTION OF SHELF PREPARATION MATERIALS (e.g. spine labels, etc.)		(47-51)	$	(52-58)
	( )18. CATALOG AUTHORITY CONTROL		(59-63)	$	(64-70)
	( )19. PRODUCING SPECIALIZED BIBLIOGRAPHIES OF MATERIALS HELD BY YOUR LIBRARY		(11-15)	$	(c34) (16-22)
	( )20. PRODUCING STATISTICS REGARDING THE NUMBER OF TITLES CATALOGED		(23-27)	$	(28-34)
	( )21. PRODUCING CATALOGING COST STATISTICS		(35-39)	$	(40-46)
	( )22. OTHER CATALOGING FUNCTIONS, TASKS, OR PRODUCTS (SPECIFY)				
	_____		(47-51)	$	(52-58)
	_____		(59-63)	$	(64-70)
	_____		(11-15)	$	(c35) (16-22)
INTERLIBRARY LOAN	( )23. VERIFICATION OF BIBLIOGRAPHIC INFORMATION		(23-27)	$	(28-34)
	( )24. LOCATING LIBRARIES HOLDING TITLES TO BE REQUESTED THROUGH ILL		(35-39)	$	(40-46)
	( )25. COMMUNICATING INTERLIBRARY LOAN REQUESTS TO LIBRARIES		(47-51)	$	(52-58)
	( )26. MONITORING STATUS OF ILL REQUESTS		(59-63)	$	(64-70)
	( )27. PAYING FOR ILL SERVICES THAT YOUR LIBRARY RECEIVED FROM OTHER LIBRARIES		(11-15)	$	(c36) (16-22)
	( )28. CHECKING AVAILABILITY OF TITLES REQUESTED OF YOUR LIBRARY THROUGH INTERLIBRARY LOAN		(23-27)	$	(28-34)
	( )29. MONITORING THE STATUS OF LOANS		(35-39)	$	(40-46)
	( )30. BILLING FOR ILL SERVICES THAT YOUR LIBRARY PROVIDES TO OTHER LIBRARIES		(47-51)	$	(52-58)
	( )31. PERIODIC STATISTICS OF MATERIALS THAT YOUR LIBRARY LOANS OR BORROWS		(59-63)	$	(64-70)
	( )32. OTHER ILL FUNCTIONS, TASKS, OR PRODUCTS (SPECIFY)				(c37)
	_____		(11-15)	$	(16-22)
	_____		(23-27)	$	(28-34)
	_____		(35-39)	$	(40-46)

Initials _____

IV. PROCESSING AND REFERENCE SUPPORT (cont.)

	B. FUNCTION	C. ANNUAL VOLUME (INDICATE THE UNIT OF COUNT EMPLOYED)		D. TOTAL ANNUAL COST	
SERIALS	( )33. CLAIMING OF LATE PERIODICAL ISSUES		(47-51)	$	(c37) (52-58)
	( )34. CANCELLING OF PERIODICAL SUBSCRIPTIONS		(59-63)	$	(64-70)
	( )35. RENEWAL OF PERIODICAL SUBSCRIPTIONS		(11-15)	$	(c38) (16-22)
	( )36. CONTROLLING OF PERIODICAL BINDING OPERATIONS		(23-27)	$	(28-34)
	( )37. SERIALS CHECK-IN OF ISSUES		(35-39)	$	(40-46)
	( )38. PAYING FOR EXISTING PERIODICAL SUBSCRIPTIONS		(47-51)	$	(52-58)
	( )39. OTHER SERIALS-ORIENTED FUNCTIONS, TASKS, OR PRODUCTS (SPECIFY)		(59-63)	$	(64-70)
	_____		(11-15)	$	(c39) (16-22)
	_____		(23-27)	$	(28-34)
	_____		(35-39)	$	(40-46)
CIRCULATION	( )40. MAINTAINING RECORDS OF USERS BORROWING MATERIALS		(47-51)	$	(52-58)
	( )41. IDENTIFICATION OF CIRCULATING MATERIALS		(59-63)	$	(64-70)
	( )42. PLACING HOLDS ON CIRCULATING MATERIALS FOR USERS		(11-15)	$	(c40) (16-22)
	( )43. NOTIFYING USERS OF THE STATUS OF THEIR HOLDS		(23-27)	$	(28-34)
	( )44. NOTIFYING USERS OF OVERDUE MATERIALS		(35-39)	$	(40-46)
	( )45. COMPUTING FINES FOR OVERDUE MATERIALS		(47-51)	$	(52-58)
	( )46. BILLING USERS FOR OVERDUE MATERIALS		(59-63)	$	(64-70)
	( )47. PRODUCING PERIODIC STATISTICS SUMMARIZING CIRCULATION ACTIVITY		(11-15)	$	(c41) (16-22)
	( )48. PRODUCING CIRCULATION COST STATISTICS		(23-27)	$	(28-34)
	( )49. OTHER CIRCULATION FUNCTIONS, TASKS, OR PRODUCTS (SPECIFY)		(35-39)	$	(40-46)
	_____		(47-51)	$	(52-58)
	_____		(59-63)	$	(64-70)
	_____				
REFERENCE	( )50. DATA BASE SEARCHES UPON REQUEST		(11-15)	$	(c42) (16-22)
	( )51. PERIODIC, ON-GOING SEARCHES OF DATA BASE FOR SPECIFIED USES		(23-27)	$	(28-34)
	( )52. PRODUCING OF PRINTED CITATIONS RESULTING FROM DATA BASE SEARCHES		(35-39)	$	(40-46)
	( )53. BILLING FOR DATA BASE SERVICES		(47-51)	$	(52-58)
	( )54. PRODUCTION OF STATISTICS REGARDING DATA BASE USAGE ACTIVITY		(59-63)	$	(64-70)
	( )55. PRODUCTION OF STATISTICS REGARDING DATA BASE SERVICE COSTS		(11-15)	$	(c43) (16-22)
	( )56. OTHER REFERENCE FUNCTIONS, TASKS, OR PRODUCTS (SPECIFY)		(23-27)	$	(28-34)
	_____		(35-39)	$	(40-46)
	_____		(47-51)	$	(52-58)
	_____				

Initials _____

IV. PROCESSING AND REFERENCE SUPPORT (cont.)

B. FUNCTION

		C. ANNUAL VOLUME (INDICATE THE UNIT OF COUNT EMPLOYED)		D. TOTAL ANNUAL COST	
OTHER	( )57. OTHER FUNCTIONS, TASKS, OR PRODUCTS WHICH YOUR LIBRARY PURCHASES OR EMPLOYS TO SUPPLANT IN-LIBRARY TASKS, INCREASE COST-EFFICIENCY, INCREASE THROUGHPUT (VOLUME PROCESSED), ETC. (SPECIFY)				
_____			(59-63)	$	(c43) (64-70)
_____			(11-15)	$	(c44) (16-22)
_____			(23-27)	$	(28-34)
	TOTAL ANNUAL COSTS FOR PURCHASED PROCESSING & REFERENCE SUPPORT			$	

E. WERE ANY OF THE ABOVE-MENTIONED SELF-CONTAINED SUPPORT SYSTEMS (i.e., systems which supplant manual in-library tasks, increase cost efficiency, increase volume throughput (volume processed), such as an automated acquisition system, on-line cataloging system) DEVELOPED EXCLUSIVELY FOR YOUR LIBRARY BY CONTRACT, AND USED EXCLUSIVELY BY YOUR LIBRARY OR PARENT INSTITUTION?

YES ( ) (35)
NO ( )

F. WAS A SUPPORT SYSTEM (e.g., automated acquisition system, on-line cataloging system) DEVELOPED FOR YOUR LIBRARY IN-HOUSE BY LIBRARY STAFF, OR BY YOUR PARENT ORGANIZATION (e.g., campus computer center, state computer services, city computer facilities)?

YES ( ) (36)
NO ( )

IF YOU HAVE ANSWERED NO TO BOTH QUESTIONS E AND F, YOU MAY PROCEED TO SECTION V OF THIS QUESTIONNAIRE.

G. PLEASE INDICATE BELOW IN WHAT FUNCTIONS THIS (THESE) SUPPORT SYSTEM(S) IS(ARE) EMPLOYED, AND WHETHER DEVELOPMENT WAS IN-HOUSE BY LIBRARY OR INSTITUTIONAL STAFF OR BY OUTSIDE SOURCE THROUGH CONTRACT.

	IN-HOUSE DEVELOPMENT	CONTRACTED DEVELOPMENT	
1. ACQUISITIONS	( )	( )	(37)
2. CATALOGING	( )	( )	(38)
3. SERIALS CHECK-IN	( )	( )	(39)
4. INTERLIBRARY LOAN	( )	( )	(40)
5. PHYSICAL PROCESSING OF MATERIALS FOR SHELF (e.g. spine labels)	( )	( )	(41)
6. REFERENCE	( )	( )	(42)
7. CIRCULATION	( )	( )	(43)
8. OTHER (SPECIFY)			
_____	( )	( )	(44)
_____	( )	( )	(45)
_____	( )	( )	(46)

Initials _____

IV. PROCESSING AND REFERENCE SUPPORT (cont.)

PLEASE INDICATE BELOW THE FOLLOWING COSTS ASSOCIATED WITH THE SYSTEM(S) EMPLOYED BY YOUR LIBRARY. PLEASE ENTER EACH SYSTEM EMPLOYED BY YOUR LIBRARY SEPARATELY.

H. SYSTEM NAME		I. COST OF DEVELOPMENT		J. ANNUAL COST FOR MAINTENANCE AND OPERATION	
1.	(47)	$	(48-56)	$	(c44) (57-65)
2.	(11)	$	(12-20)	$	(c45) (21-29)
3.	(30)	$	(31-39)	$	(40-48)
4.	(49)	$	(50-58)	$	(59-67)

K. THE COMPUTER SYSTEM(S) THAT MY LIBRARY USES TO PERFORM THE FUNCTIONS OUTLINED IN QUESTION (H), ABOVE, EMPLOYS THE FOLLOWING HARDWARE. INCLUDE MINI-COMPUTERS, REMOTE TERMINAL ACCESS, ETC. PLEASE INDICATE THE MODEL NUMBERS WHERE APPLICABLE.

	HARDWARE (MANUFACTURER AND TYPE)	CHECK HERE IF HOUSED IN LIBRARY	MODEL NUMBER	QUANTITY	INITIAL COST PER ITEM	DATE OF PURCHASE
1.		( )			$	
2.		( )			$	
3.		( )			$	
4.		( )			$	
5.		( )			$	
6.		( )			$	
7.		( )			$	
8.		( )			$	
9.		( )			$	

L. PLEASE INDICATE BELOW, THE ORGANIZATION WHICH IS RESPONSIBLE FOR MAINTENANCE OF THE SYSTEM(S) INDICATE THE SYSTEM(S) WHICH IS MAINTAINED BY THE ORGANIZATION YOU HAVE CHECKED IN THE SPACE PROVIDED.

(68)

	SYSTEM
1. ( ) THE LIBRARY	
2. ( ) THE PARENT ORGANIZATION OF THE LIBRARY	
3. ( ) THE CONTRACTOR (SPECIFY) _____	
4. ( ) OTHER (SPECIFY) _____	

Initials _____

IV. PROCESSING AND REFERENCE SUPPORT (cont.)

M. PLEASE DESCRIBE THE PRIORITY THE LIBRARY HAS IN USING THE SYSTEM(S) DESCRIBED IN QUESTIONS (E) THROUGH (L). IF MORE THAN ONE SYSTEM IS EMPLOYED BY THE LIBRARY, INDICATE EACH SYSTEM SEPARATELY. PRIORITY ON THE SYSTEM IS CONSIDERED TO BE THE PRECEDENCE THE LIBRARY HAS IN USING THE SYSTEM (e.g. third priority after accounting and financial aids, first before any other unit may use the system).

_____

_____

_____

V. EQUIPMENT, COMMUNICATIONS, AND SUPPLIES

A. PLEASE ESTIMATE THE ANNUAL COSTS EXPECTED DURING THE CURRENT YEAR FOR THE FOLLOWING AREAS OF COMMUNICATIONS AND RELATED EQUIPMENT, SUPPLIES, AND COSTS. IF COMMUNICATION EQUIPMENT IS OWNED BY THE LIBRARY, PLEASE ENTER IN THE SPACES PROVIDED THE DATE OF PURCHASE AND PURCHASE PRICE.

	ANNUAL COST	IF EQUIPMENT OWNED BY THE LIBRARY: PURCHASE PRICE	DATE OF PURCHASE
1. TELEX (an automatic teleprinter exchange switching service provided by Western Union) equipment rental, maintenance, supplies and communications charges.	$	$	
2. TELETYPE EXCHANGE SERVICE, TWX, (an automatic dialed teleprinter exchange switching service provided by Western Union on a commercial toll basis) equipment rental, maintenance, supplies and communication charges.	$	$	
3. DATATEL or DATEL (data or high-speed telegraph system coordinated with voice connections) equipment rental, maintenance, supplies and communications charges.	$	$	
4. OTHER TELETYPE SERVICE, equipment rental, maintenance, supplies and communications charges.	$	$	
5. FACSIMILE (FAX) TRANSMISSION (of pictures, maps, etc.), equipment rental, supplies, maintenance and communications charges.	$	$	
6. DATAPHONE (data or high speed telephone system), equipment rental, maintenance, supplies and communication charges.	$	$	
7. CRT (CATHODE RAY TUBE) OR REMOTE ACCESS TERMINAL, equipment rental, supplies, maintenance and communication charges providing interactive access to computer via a television-like screen or line printer and keyboard.	$	$	
8. LINE CHARGES, LEASED LINES, OTHER MEANS OF COMMUNICATIONS TO AUTOMATED SYSTEMS (COMPUTER) NOT INCLUDED IN ABOVE.	$	$	
9. TELEPHONE, OTHER THAN ABOVE.	$	NO ENTRY FOR TELEPHONE PURCHASE	
10. OTHER COMMUNICATIONS COSTS EXPECTED (SPECIFY).			
_____	$	$	
_____	$	$	
_____	$	$	
TOTAL ANNUAL COMMUNICATIONS COSTS:	$		

INITIALS:_____

VI. EQUIPMENT, COMMUNICATION AND SUPPLIES (CONT'D)

C. PLEASE ESTIMATE THE ANNUAL COST EXPECTED DURING THE CURRENT REPORTING YEAR FOR COPYING EQUIPMENT RENTAL, SUPPLIES, AND MAINTENANCE USED IN INTERNAL LIBRARY FUNCTIONS. EXCLUDE COSTS FOR COPYING EQUIPMENT AND SUPPLIES WHICH ARE PATRON REIMBURSED, OR FOR EQUIPMENT WHICH IS RENTED FOR PUBLIC USE. IF COPYING EQUIPMENT IS OWNED BY THE LIBRARY, PLEASE INDICATE IN THE SPACE PROVIDED THE DATE OF PURCHASE AND PURCHASE PRICE FOR EQUIPMENT. INCLUDE ADDRESSOGRAPHS AND OTHER COPYING EQUIPMENT.

ANNUAL COST
$

IF EQUIPMENT OWNED		
TYPE OF COPYING EQUIPMENT	DATE OF PURCHASE	PURCHASE PRICE
		$
		$
		$
		$
		$
		$
		$

D. PLEASE ESTIMATE THE AVERAGE SUPPLY COST TO PROCESS AN INDIVIDUAL ITEM IN EACH OF THE FOLLOWING CATEGORIES. FOR EXAMPLE, THIS WOULD INCLUDE CARD COST, LABELS, BOOK POCKETS, BINDING (IN THE CASE OF PERIODICALS), LAMINATED COVERS, ETC.

1. BOOKSTOCK $_____
2. PERIODICALS $_____

E. PLEASE ESTIMATE THE ANNUAL AVERAGE COST TO SUPPLY AND EQUIP A LIBRARY STAFF MEMBER WITH THE ITEMS NECESSARY TO CONDUCT THE NORMAL OPERATIONS OF HIS/HER DUTIES IN EACH OF THE FOLLOWING DEPARTMENTS. IN OTHER WORDS, FOR EACH NEW FULL-TIME EMPLOYEE WHAT IS THE EXPECTED ANNUAL INCREMENTAL SUPPLY AND EQUIPMENT COST TO THE LIBRARY? THIS WOULD INCLUDE THE COST OF DESK, CHAIR, TYPEWRITER, PENCILS, PENS, PAPERS, TELEPHONE, AND A CERTAIN LEVEL OF LOSS OF SUPPLIES AVERAGED OVER ALL EMPLOYEES. THIS DOES NOT INCLUDE, HOWEVER, THOSE SUPPLIES OR EQUIPMENT WHICH ARE IN RELATION TO LIBRARY OPERATIONS OR SIZE. NAMELY, EXCLUDE COPYING EQUIPMENT, AND COPYING SUPPLIES, PROOF SLIP SUBSCRIPTIONS, CARD STOCK, BIBLIOGRAPHIC TOOLS, POSTAGE/DELIVERY COSTS.

$_____

VII. BUILDING FACILITIES

IN THIS SECTION PLEASE INCLUDE BUILDING FACILITIES FOR THE MAIN LIBRARY, BRANCH LIBRARIES AND OFF-SITE STORAGE.

A. PLEASE ESTIMATE BELOW THE SQUARE FOOTAGE OF YOUR LIBRARY FACILITIES, INCLUDING BRANCH LIBRARIES AND OTHER FACILITIES AWAY FROM THE MAIN LIBRARY.

1. ACQUISITIONS DEPARTMENT AREA _____ square feet
2. CATALOGING DEPARTMENT AREA _____ square feet
3. SERIALS DEPARTMENT AREA _____ square feet
4. MATERIALS FINISHING AREA _____ square feet
5. INTERLIBRARY LOAN OFFICE AREA _____ square feet
6. ADMINISTRATIVE OFFICES _____ square feet
7. BRANCH LIBRARIES' SPACE NOT INCLUDED IN ABOVE CATEGORIES _____ square feet
8. OFF-SITE STORAGE AREA, OR WORK AREA _____ square feet
9. OTHER LIBRARY SPACE _____ square feet

TOTAL LIBRARY SPACE _____

B. PLEASE INDICATE BELOW THE ANNUAL COST FOR PHYSICAL FACILITIES, SUCH AS RENT, UTILITIES, INSURANCE AND PLANT MAINTENANCE STAFF PAID BY THE LIBRARY OR OUT-OF-LIBRARY SOURCE. INCLUDE THE COSTS FOR PHYSICAL FACILITIES OF BRANCH LIBRARIES AND OFF-SITE STORAGE ALSO. THESE COSTS CAN BE INDICATED AS A TOTAL ANNUAL COST OR AN ANNUAL PER SQUARE FOOT COST, IF AVAILABLE.

	FACILITIES AND MAINTENANCE COSTS PAID BY:					
	a. LIBRARY			b. OUT-OF-LIBRARY SOURCE		
	TOTAL COST	OR	UNIT COST	TOTAL COST	OR	UNIT COST
1. MAIN LIBRARY	$		$	$		$
2. BRANCH LIBRARIES	$		$	$		$
3. OFF-SITE STORAGE, OR WORK AREA	$		$	$		$
4. OTHER LIBRARY SPACE	$		$	$		$

VIII. CURRENT YEAR BUDGET

PLEASE INDICATE IN THE FOLLOWING TABLE THE CURRENT YEAR LIBRARY BUDGET. IN THIS SECTION THE FOLLOWING DEFINITIONS APPLY:

CAPITAL EXPENDITURE BUDGET: Investment in new equipment (including automated equipment), replacement of equipment, expansion of facilities, and building investment should all be considered capital expenditures. Materials budgets should be considered separately in the next category.

MATERIALS BUDGET: This is the expected cash outlays for bookstock, periodicals, microforms, government documents, audio and/or visual materials, bibliographic tools, etc. which make up the library collection. For specific definitions of various types of materials see section II, HOLDINGS, preliminary note. Bibliographic tools are considered to be those library materials which supply bibliographic entries, location data, cataloging information, and are used internally by the library staff for purposes of cataloging, borrowing materials through interlibrary loan, ordering, etc.

OPERATING BUDGET: Support of services (e.g. personnel costs, supplies, maintenance, services contracted to support operations) and costs incurred by the normal operations of the library (e.g. building rental, equipment rental, etc.) should all be considered operating costs and the budget for these costs should be entered in this category.

OTHER BUDGET: Expenditures not directly related to the operations of the library, but may apply to external operations such as grants administration, regional headquarters operations, maintenance of a union catalog, etc. and not directly assignable to internal or usual operations of the library.

FOR DEFINITIONS OF THE DEPARTMENTAL ASSIGNMENTS IN THIS TABLE, PLEASE REFER TO THE INTRODUCTION OF SECTION III, STAFF.

BUDGET CATEGORY	A. TOTAL LIBRARY	B. ADMINISTRATION (21-30)	C. ACQUISITIONS DEPARTMENT (31-40)	D. CATALOGING DEPARTMENT (41-50)	E. SERIALS DEPARTMENT (51-60)	F. INTER-LIBRARY LOAN DEPARTMENT (61-70)	G. MATERIALS FINISHING (71-80)	H. OTHER	
	(11-20)								(c48)
1. Capital expenditure budget	$ (11-20)								
Materials									
2. Bibliographic tools	$								
3. Bookstock	$ (21-30)								
4. Periodicals	$ (31-40)								
5. Microforms	$ (41-50)								
6. Government documents	$ (51-60)								
7. Audio and/or visual materials	$ (61-70)								
8. Other materials	$ (71-80)								
MATERIALS TOTAL	$								
Operating Budget									
9. Salaries	$	$	$	$	$	$	$	$	(c49)
10. Automated systems	$	$	$	$	$	$	$	$	(c50)
11. Other support services	$	$	$	$	$	$	$	$	(c51)
12. Equipment rental	$	$	$	$	$	$	$	$	(c52)
13. Communications	$	$	$	$	$	$	$	$	(c53)
14. Supplies	$	$	$	$	$	$	$	$	(c54)
15. Building Rental	$	$	$	$	$	$	$	$	
16. Other operating budget	$	$	$	$	$	$	$	$	(c55)
OPERATING TOTAL	$	$	$	$	$	$	$	$	
17. "Other budget	$								
TOTAL LIBRARY BUDGET	$								

Initials _____

PLEASE INDICATE BELOW THE EXPENDITURES (i.e., money actually spent) MADE DURING THE LAST REPORTING YEAR IN EACH OF THE FOLLOWING CATEGORIES OF COST.

BUDGET CATEGORY	A. TOTAL LIBRARY		B. ADMINI-STRATION	C. ACQUI-SITIONS DEPARTMENT	D. CATALOGING DEPARTMENT	E. SERIALS DEPARTMENT	F. INTER-LIBRARY LOAN DEPARTMENT	G. MATERIALS FINISHING	H. OTHER	
1. Capital expenditure budget	$	(11-20)								(c56)
Materials										
2. Bibliographic tools	$									
3. Bookstock	$	(21-30)								
4. Periodicals	$	(31-40)								
5. Microforms	$	(41-50)								
6. Government documents	$	(51-60)								
7. Audio and/or visual materials	$	(61-70)								
8. Other materials	$	(71-80)								
MATERIALS TOTAL	$									
	(11-20)		(21-30)	(31-40)	(41-50)	(51-60)	(61-70)	(71-80)		
Operating budget										
9. Salaries	$		$	$	$	$	$	$	$	(c57)
10. Automated systems	$		$	$	$	$	$	$	$	(c58)
11. Other support services	$		$	$	$	$	$	$	$	(c59)
12. Equipment rental	$		$	$	$	$	$	$	$	(c60)
13. Communications	$		$	$	$	$	$	$	$	(c61)
14. Supplies	$		$	$	$	$	$	$	$	(c62)
15. Building Rental	$		$	$	$	$	$	$	$	
16. Other operating budget	$		$	$	$	$	$	$	$	(c63)
OPERATING TOTAL	$		$	$	$	$	$	$	$	
17. "Other budget"	$									
TOTAL LIBRARY BUDGET	$									

Initials _____

IX. REGIONAL LIBRARIES, REGIONAL RESOURCE CENTERS, AND CENTRALIZED PROCESSING AGENTS

THIS SECTION PERTAINS TO THOSE LIBRARIES WHO ACT AS, OR WHICH HOUSE, REGIONAL HEADQUARTERS. THAT IS, A DESIGNATED CENTER FOR A GROUP OF INDEPENDENT LIBRARIES WHO COOPERATE IN INTERLIBRARY LOAN, TECHNICAL PROCESSING, PUBLIC SERVICES OR OTHER LIBRARY FUNCTION. ALSO COVERED IN THIS SECTION ARE THOSE LIBRARIES WHICH PROVIDE PROCESSING OR CARD SERVICES, INTERLIBRARY LOAN SUPPORT, ETC. TO OTHER LIBRARIES IN THEIR REGION ON A REGULAR BASIS.

(c64)

A. IS YOUR LIBRARY A REGIONAL HEADQUARTERS, OR REGIONAL RESOURCE CENTER FOR YOUR REGION? (11)

YES ( )
NO ( )

B. DOES YOUR LIBRARY HOUSE A REGIONAL HEADQUARTERS, OR REGIONAL RESOURCE CENTER, FOR YOUR REGION? (12)

YES ( )
NO ( )

IF YES, PLEASE SUBMIT THIS SECTION OF THE QUESTIONNAIRE TO PERSON(S) RESPONSIBLE FOR THE OPERATIONS OF THE CENTER HOUSED IN YOUR LIBRARY.

C. DOES YOUR LIBRARY PROVIDE CENTRALIZED PROCESSING SERVICES, CARD SERVICE, TECHNICAL PROCESSING SUPPORT, INTERLIBRARY LOAN SWITCHING OPERATIONS, OR OTHER LIBRARY SUPPORT SERVICES TO OTHER LIBRARIES IN YOUR REGION ON A REGULAR BASIS? (13)

YES ( )
NO ( )

IF YOU HAVE ANSWERED NO TO QUESTION (A) THROUGH (C), ABOVE, YOU MAY PROCEED TO SECTION X , OF THIS QUESTIONNAIRE.

D. WHAT ARE THE NUMBER OF LIBRARIES REPRESENTED IN YOUR REGION FOR WHICH YOUR LIBRARY ACTS AS A REGIONAL LIBRARY, RESOURCE CENTER, OR SUPPLIER OF LIBRARY SUPPORT SERVICES?

1. Public libraries _____ (14,15)
2. Academic libraries _____ (16,17)
3. School libraries _____ (18,19)
4. Special libraries _____ (20,21)

TOTAL NUMBER OF LIBRARIES FOR WHICH YOUR LIBRARY ACTS AS A REGIONAL LIBRARY OR FOR WHICH YOUR LIBRARY PROVIDES SERVICES _____

Initials_____

E. PLEASE INDICATE BELOW THE SPECIFIC SERVICES WHICH YOUR REGIONAL LIBRARY OR LIBRARY SUPPORT CENTER PROVIDES FOR OTHER LIBRARIES.

			(c64)
ACQUISITIONS	1. ( )	Maintenance of standing orders	(22)
	2. ( )	Payment processing	(23)
	3. ( )	Collection development	(24)
	4. ( )	Claiming backordered material from vendor	(25)
	5. ( )	Returns	(26)
	6. ( )	Cancellations	(27)
	7. ( )	Other acquisition service (specify)	(28)
		_____	(28)
CATALOGING	8. ( )	Production of card sets	(29)
	9. ( )	Physical processing (book labels, spine labels, book pockets, etc.)	(30)
	10. ( )	Provision of cataloging copy	(31)
	11. ( )	Production of book catalogs, or microform catalog	(32)
	12. ( )	Other cataloging service (specify)	
		_____	(33)
INTERLIBRARY LOAN	13. ( )	Provide location information	(34)
	14. ( )	Bibliographic verification	(35)
	15. ( )	Act as a switching center (i.e. obtain materials requested for library)	(36)
	16. ( )	Other interlibrary loan services (specify)	
		_____	(37)
REFERENCE	17. ( )	Data base searches	(38)
	18. ( )	Referral services	(39)
	19. ( )	Other reference services (specify)	
		_____	(40)
OTHER	20. ( )	Maintain a union catalog or union list	(41)
	21. ( )	Other library support services (specify)	
		_____	(42)
NONE	22. ( )	My library provides NO regional services	(43)

IF YOUR LIBRARY PROVIDES NO REGIONAL SERVICES, YOU MAY PROCEED TO SECTION X OF THIS QUESTIONNAIRE.

IX. REGIONAL LIBRARIES, REGIONAL RESOURCE CENTERS, AND CENTRALIZED PROCESSING AGENTS (cont.)

F. REGIONAL INTERLIBRARY LOAN ACTIVITIES

IF YOUR LIBRARY ACTS AS, OR HOUSES AN INTERLIBRARY LOAN SWITCHING CENTER FOR YOUR REGION, OR PROVIDES INTERLIBRARY LOAN LOCATION INFORMATION FOR YOUR REGION, PLEASE COMPLETE PART (F). IF NOT, YOU MAY PROCEED TO PART (G) OF SECTION X.

		(c64)
1.	DURING THE LAST REPORTING YEAR, HOW MANY REGIONAL INTERLIBRARY LOAN REQUESTS (INCLUDING REQUESTS FOR LOCATION INFORMATION AND ORIGINAL OR PHOTOCOPY OF THE ITEM REQUESTED) DID YOU PROCESS (BOTH FILLED AND UNFILLED)?	_____ (44-50)
2.	OF THOSE REQUESTS ENTERED IN (1), WHAT PERCENT WERE:	
a.	FILLED FROM YOUR COLLECTION?	_____ % (51,52)
b.	FILLED FROM ANOTHER LIBRARY COLLECTION WITHIN YOUR REGION?	_____ % (53,54)
c.	FORWARDED TO THE STATE LIBRARY?	_____ % (55,56)
d.	FORWARDED TO ANOTHER LIBRARY OUTSIDE OF YOUR REGION?	_____ % (57,58)
e.	FORWARDED TO A BIBLIOGRAPHIC CENTER FOR PROCESSING?	_____ % (59,60)
f.	RETURNED TO REQUESTOR WITH LOCATION INFORMATION?	_____ % (61,62)
g.	RETURNED TO REQUESTOR UNFILLED AND WITHOUT LOCATION INFORMATION?	_____ % (63,64)
h.	OTHER DISPOSITION (SPECIFY) _____	_____ % (65,66)
	TOTAL	100%

G. UNION CATALOG OR UNION LIST MAINTENANCE

PART (G) SHOULD BE COMPLETED IF YOUR LIBRARY MAINTAINS A UNION CATALOG, OR LIST. IF YOUR LIBRARY, OR AN AGENCY HOUSED IN YOUR LIBRARY, IS NOT RESPONSIBLE FOR THE MAINTENANCE OF A UNION CATALOG, OR UNION LIST, YOU MAY PROCEED TO PART (H) OF SECTION X.

		(c65)
1.	WHAT TYPES OF HOLDINGS ARE REPRESENTED IN THE UNION CATALOG OR LIST WHICH IS MAINTAINED BY YOUR LIBRARY?	
a.	( ) MONOGRAPHS	(11)
b.	( ) SERIALS	(12)
c.	( ) OTHER	(13)
2.	CURRENTLY, WHAT NUMBER OF LIBRARIES CONTRIBUTE TO THE UNION CATALOG, OR LIST, MAINTAINED BY YOUR LIBRARY?	
a.	PUBLIC LIBRARIES	_____ (14,15)
b.	ACADEMIC LIBRARIES	_____ (16,17)
c.	SPECIAL LIBRARIES	_____ (18,19)
d.	SCHOOL LIBRARIES	_____ (20,21)
	TOTAL CONTRIBUTING LIBRARIES	_____
3.	HOW MANY TITLES ARE REPRESENTED IN THE UNION CATALOG OR UNION LIST MAINTAINED BY YOUR LIBRARY	_____ (22-28)
4.	DURING THE LAST REPORTING YEAR, HOW MANY NEW TITLES WERE ADDED TO THE UNION CATALOG OR UNION LIST MAINTAINED BY YOUR LIBRARY?	_____ (29-33)

Initials _____

IX. REGIONAL LIBRARIES, REGIONAL RESOURCE CENTERS, AND CENTRALIZED PROCESSING AGENTS (cont.)

5. HOW MANY LOCATIONS (THAT IS, THE TOTAL NUMBER OF LIBRARY LOCATIONS FOR ALL TITLES ENTERED IN THE CATALOG) ARE REPRESENTED IN THE UNION CATALOG OR UNION LIST MAINTAINED BY YOUR LIBRARY? (c65) _____ (34-45)

6. HOW MANY YEARS HAS THE UNION CATALOG, OR UNION LIST, MAINTAINED BY YOUR LIBRARY, BEEN IN EXISTENCE? _____ years (46,47)

7. PLEASE DESCRIBE BELOW THE BASIS UPON WHICH LIBRARIES CONTRIBUTE HOLDINGS TO THE UNION CATALOG OR UNION LIST (E.G., VOLUNTARY, ALL HOLDINGS AS THEY ARE RECEIVED BY THE PARTICIPATING LIBRARY, SELECTIVELY DEPENDING UPON THE TYPE OF MATERIAL, SUBJECT, DATE OF PUBLICATION, ETC.)

_____

H. REIMBURSEMENT

1. IS YOUR LIBRARY REIMBURSED FOR ITS SERVICES AS A REGIONAL LIBRARY, OR LIBRARY SUPPORT SYSTEM? (c66) (11)

YES ( )
NO ( )

IF NO, YOU MAY PROCEED TO SECTION X OF THIS QUESTIONNAIRE.

PLEASE INDICATE BELOW THE PAYMENTS, MONETARY SUPPLEMENTS, OR STIPENDS WHICH YOUR LIBRARY RECEIVES FOR ITS SERVICES AS A REGIONAL HEADQUARTERS.

GENERAL	2.	SALARIES FOR HEADQUARTERS STAFF	$ _____ (12-17)
	3.	ANNUAL SUPPLY SUPPLEMENT	$ _____ (18-23)
	4.	ANNUAL EQUIPMENT SUPPLEMENT	$ _____ (24-29)
	5.	ANNUAL STIPEND	$ _____ (30-35)
CATALOGING	6.	PER VOLUME PROCESSED	$ _____ (36-40)
	7.	PER CARD SET	$ _____ (41-45)
	8.	PER ENTRY IN BOOK CATALOG OR MICROFORM CATALOG	$ _____ (46-50)
ACQUISITIONS	9.	PER VOLUME ORDERED	$ _____ (51-55)
INTERLIBRARY LOAN	10.	PER FILLED REQUEST	$ _____ (56-60)
	11.	PER UNFILLED REQUEST	$ _____ (61-65)
	12.	PER REQUEST FOR WHICH LOCATION INFORMATION GIVEN	$ _____ (66-70)
OTHER (SPECIFY)	13.	_____	$ _____ (71-75)
	14.	_____	$ _____ (76-80)
		TOTAL ANNUAL SUPPLEMENT RECEIVED FOR REGIONAL SERVICES	$ _____

INDICATE BELOW THE PERCENTAGE BY SOURCE OF PAYMENTS FROM WHICH YOUR LIBRARY RECEIVES ANNUAL SUPPLEMENTS FOR ITS SERVICES AS A REGIONAL LIBRARY.

(c67)

15.	STATE LIBRARY	_____ % (11,12)
16.	PARTICIPATING LIBRARIES	_____ % (13,14)
17.	OTHER (SPECIFY) _____	_____ % (15,16)
	_____	_____ % (17,18)
	TOTAL	100%

X. PROCEDURAL DATA

THIS SECTION EXAMINES ACTIVITY ALLOCATION AND PROCEDURES WITHIN TECHNICAL PROCESSING AND INTERLIBRARY LOAN AS THEY MIGHT AFFECT THE COSTING OF LIBRARY SERVICES

A. ACTIVITY ALLOCATIONS

FOR EACH OF THE FOLLOWING TASKS WITHIN YOUR LIBRARY, PLEASE INDICATE THE DEPARTMENT(S) WITHIN YOUR LIBRARY WHICH IS RESPONSIBLE. FOR TASKS WHICH ARE LISTED, BUT NOT PERFORMED WITHIN YOUR LIBRARY, PLEASE INDICATE THIS UNDER THE APPROPRIATE COLUMN.

	a. THIS TASK IS NOT PERFORMED IN YOUR LIBRARY	b. ACQUISITIONS	c. CATALOGING	d. SERIALS	e. INTERLIBRARY LOAN	f. MATERIALS FINISHING	g. BRANCH LIBRARY	h. OTHER (SPECIFY)
ACQUISITIONS ACTIVITIES								
1. PREORDER SEARCHING AND VERIFICATION	( )	( )	( )	( )	( )	( )	( )	_____
2. MATERIALS SELECTION FOR BRANCH LIBRARIES	( )	( )	( )	( )	( )	( )	( )	_____
3. ORDERING MATERIALS FOR BRANCH LIBRARIES	( )	( )	( )	( )	( )	( )	( )	_____
CATALOGING ACTIVITIES								
4. CATALOGING OF PERIODICALS	( )	( )	( )	( )	( )	( )	( )	_____
5. OTHER SERIALS CATALOGING	( )	( )	( )	( )	( )	( )	( )	_____
6. PREFILING CATALOG CARDS FOR MAIN LIBRARY	( )	( )	( )	( )	( )	( )	( )	_____
7. PREFILING CATALOG CARDS FOR BRANCH LIBRARIES	( )	( )	( )	( )	( )	( )	( )	_____
8. FILING CARDS IN MAIN LIBRARY CATALOG	( )	( )	( )	( )	( )	( )	( )	_____
9. FILING CARDS IN BRANCH LIBRARY CATALOGS	( )	( )	( )	( )	( )	( )	( )	_____
10. ADDED COPY/ADDED VOLUME ROUTINES	( )	( )	( )	( )	( )	( )	( )	_____
SERIALS ACTIVITIES								
11. PERIODICALS CHECK-IN	( )	( )	( )	( )	( )	( )	( )	_____
12. OTHER SERIALS CONTROL	( )	( )	( )	( )	( )	( )	( )	_____
MATERIALS FINISHING								
13. PROPERTY STAMPING	( )	( )	( )	( )	( )	( )	( )	_____
14. PASTING SPINE LABELS, BOOK POCKET, ETC.	( )	( )	( )	( )	( )	( )	( )	_____
15. BINDERY PREPARATION	( )	( )	( )	( )	( )	( )	( )	_____
INTERLIBRARY LOAN								
16. RECEIVING ILL REQUEST FROM PATRON	( )	( )	( )	( )	( )	( )	( )	_____
17. VERIFYING ILL BIBLIOGRAPHIC INFORMATION	( )	( )	( )	( )	( )	( )	( )	_____
18. CIRCULATION CONTROL OF ILL MATERIALS LOANED TO OTHER LIBRARIES	( )	( )	( )	( )	( )	( )	( )	_____
OTHER								
19. ACCESSIONING	( )	( )	( )	( )	( )	( )	( )	_____

Initials_____

XI. ACQUISITIONS

SECTION XI EXAMINES THE CHARACTERISTICS OF THE CURRENT ACQUISITIONS OF YOUR LIBRARY AND THE CORRESPONDING STATISTICS.

A. DURING THE LAST REPORTING YEAR, HOW MANY TITLES WERE PROCESSED THROUGH THE ACQUISITIONS DEPARTMENT IN EACH OF THE FOLLOWING CATEGORIES OF PUBLICATION?

(c68)

1. MONOGRAPHS _____ (11-17)
2. SERIALS _____ (18-23)

B. DURING THE LAST REPORTING YEAR WHAT PERCENT (ESTIMATE) OF THE MONOGRAPHIC TITLES RECEIVED WERE RECEIVED ON:

1. STANDING ORDER (Continuation or supplement of a work which the library has already ordered and automatically received) _____ % (24,25)
2. APPROVAL PLAN (Materials received and reviewed by the library prior to purchase) _____ % (26,27)
3. ORDER REQUEST (A specific title ordered individually from the vendor or publisher) _____ % (28,29)
4. GIFT/EXCHANGE (An item or collection given to the library gratis or for like-item or collection) _____ % (30,31)
5. OTHER (Any material received through other than the above means) _____ % (32,33)

TOTAL 100%

C. DURING THE CURRENT REPORTING YEAR, WHAT PERCENT (EXCLUDING RETROSPECTIVE COLLECTION DEVELOPMENT) OF MONOGRAPHIC TITLES ORDERED ARE ANTICIPATED TO BE:

1. 1975 AND 1976 IMPRINTS? _____ % (34,35)
2. 1969 - 1974 IMPRINTS? _____ % (36,37)
3. PRE-1969 IMPRINTS? _____ % (38,39)

D. DURING THE CURRENT REPORTING YEAR, WHAT NUMBER OF TITLES (ESTIMATE) ARE EXPECTED TO SUPPLEMENT:

1. SERIAL BACKFILES? _____ % (40,41)
2. MONOGRAPHIC RETROSPECTIVE COLLECTION DEVELOPMENT _____ % (42,43)

Initials _____

XII. CATALOGING

SECTION XII EXAMINES THE CHARACTERISTICS OF CATALOGING THROUGHPUT AND THE CORRESPONDING STATISTICS.

A. DURING THE LAST REPORTING YEAR HOW MANY TITLES (EXCLUDING DUPLICATES, ADDED VOLUMES, ADDED COPIES) WERE CATALOGED (ASSIGNED CLASSIFICATION, BIBLIOGRAPHIC DESCRIPTIONS, ETC.)?

(c68)

1. MONOGRAPHS _____ (44-52)
2. SERIALS _____ (53-60)
3. OTHER _____ (61-68)

B. WHAT PERCENT (ESTIMATE) OF TITLES THAT GO THROUGH THE CATALOGING DEPARTMENT ARE CATALOGED:

1. WITH LC COPY OR LC CARD AVAILABLE (from a source such as LC printed cards or proof slips, exclude LC cataloging data supplied by a source such as OCLC or Baker and Taylor. Enter these under SECONDARY SOURCE)? _____ % (69,70)
2. WITH NUC COPY AVAILABLE? _____ % (71,72)
3. FROM CIP DATA ON TITLE PAGE VERSO? _____ % (73,74)
4. WITH SECONDARY SOURCE COPY AVAILABLE (e.g., Baker and Taylor, OCLC, etc.)? _____ % (75,76)
5. WITHOUT SOURCE COPY AVAILABLE (i.e. original cataloging) _____ % (77,78)

TOTAL 100%

C. GENERALLY WHAT IS THE AVERAGE CATALOGING PROCESSING TIME FROM THE DATE AN ITEM IS RECEIVED FROM ACQUISITIONS THROUGH TYPING AND PROOFREADING OF CARD OR RECORD, PREPARING BOOK FOR SHELF AND RECORDS FOR ENTRY INTO CARD, BOOK OR MICROFORM CATALOG (WHICHEVER IS LATEST)? _____ days (79,80)

D. CURRENTLY, WHAT IS THE CATALOGING BACKLOG (ESTIMATE THE NUMBER OF VOLUMES)? _____ (c69) (11-16)

E. ON THE AVERAGE, WHAT NUMBER OF CARDS, OR RECORD ENTRIES IN BOOK OR MICROFORM CATALOG (ESTIMATE), ARE MADE BY YOUR LIBRARY FOR EVERY TITLE PROCESSED FOR:

1. MONOGRAPHS _____ (17-19)
2. SERIALS _____ (20-22)
3. OTHER _____ (23-25)

F. DO YOU MAINTAIN A PROOF SLIP SUBSCRIPTION? (26)

YES ( )
NO ( )

Initials _____

XIII. INTERLIBRARY LOAN

THIS SECTION PERTAINS TO INTERLIBRARY LOAN FUNCTIONS (BORROWING LIBRARY MATERIALS FROM, AND LENDING LIBRARY MATERIALS TO, OTHER LIBRARIES) WHICH YOUR LIBRARY PERFORMS. EXCLUDE THOSE INTERLIBRARY LOANS WHICH YOUR LIBRARY PROCESSES AS A REGIONAL LIBRARY (THIS INFORMATION SHOULD BE INCLUDED IN SECTION VI OF THIS QUESTIONNAIRE). THROUGHOUT SECTION IX, THE FOLLOWING DEFINITIONS SHOULD BE USED:

BORROWING REQUEST: A request sent to another library by your library for materials requested by a patron of your library. A request should be counted only once regardless of the number of libraries queried for the item requested.

LENDING REQUEST: A request sent from another library for materials believed to be owned by your library.

FILLED: The material requested is loaned to the requestor, or a photocopy of material requested is supplied requestor.

UNFILLED: The material requested cannot be supplied to the requestor through the interlibrary loan processes.

LOCALLY: Locations within certain bounds of proximity that your library considers "close-by", based upon turn-around and ease of access.

A. ACCORDING TO THE ABOVE DEFINITIONS, WHAT WOULD BE CONSIDERED "LOCAL" IN TERMS OF INTERLIBRARY LOAN (INDICATE GEOGRAPHICAL AREA OR MILEAGE RADIUS)? _____

B. IN THE LAST REPORTING YEAR, HOW MANY BORROWING REQUESTS DID YOUR LIBRARY INITIATE (COUNT THE NUMBER OF REQUESTS, NOT THE NUMBER OF INSTITUTIONS QUERIED)? _____ (c69) (27-33)

C. OF THOSE REQUESTS COUNTED IN QUESTION (B), HOW MANY BORROWING REQUESTS WERE FILLED: _____ (34-40)

D. PLEASE ESTIMATE WHAT PERCENT OF THOSE FILLED BORROWING REQUESTS COUNTED IN QUESTION (C) WERE FILLED:

1. "LOCALLY"? _____ % (41,42)
2. WITHIN YOUR STATE (INCLUDING THOSE FILLED LOCALLY)? _____ % (43,44)

E. TYPICALLY, WHAT IS THE AVERAGE NUMBER OF DAYS TO FILL A BORROWING REQUEST (FROM THE TIME THE PATRON REQUESTS AN ITEM TO THE TIME THE PATRON RECEIVES THE REQUESTED ITEM):

1. THROUGH A BIBLIOGRAPHIC CENTER? _____ days (45,46)
2. FROM A LIBRARY LOCALLY? _____ days (47,48)
3. FROM ELSEWHERE IN THE STATE? _____ days (49,50)
4. FROM ADJOINING STATES? _____ days (51,52)
5. FROM ELSEWHERE? _____ days (53,54)

F. PLEASE INDICATE BELOW THE AVERAGE NUMBER (ESTIMATE) OF LIBRARIES YOU TYPICALLY HAVE TO SEND A BORROWING REQUEST FOR THE SAME ITEM UNTIL THE REQUEST IS FILLED. CHECK THE RANGE THAT MOST CLOSELY APPROXIMATES THIS NUMBER. (55)

1. ( ) 1.0-1.4	4. ( ) 2.5-2.9	7. ( ) 4.0-4.4
2. ( ) 1.5-1.9	5. ( ) 3.0-3.4	8. ( ) 4.5-4.9
3. ( ) 2.0-2.4	6. ( ) 3.5-3.9	9. ( ) 5 or more libraries

G. DO YOU NORMALLY VERIFY LOCATION BORROWING REQUESTS PRIOR TO SENDING THE REQUEST TO A LIBRARY? (56)

( ) YES
( ) NO

H. DOES YOUR LIBRARY BILL THE PATRON FOR COPYING CHARGES WHICH THE LENDING LIBRARY CHARGES TO YOUR LIBRARY?

( ) YES
( ) NO

IF NO, WHAT WERE THE ANNUAL COPYING CHARGES YOUR LIBRARY PAID TO OTHER LIBRARIES DURING THE LAST REPORTING YEAR? $_____

Initials_____

XIII. INTERLIBRARY LOAN (cont.)

I. DOES YOUR LIBRARY BILL THE PATRON FOR SERVICE CHARGES PAID TO LENDING LIBRARIES BY YOUR LIBRARY?

( ) YES
( ) NO

IF NO, WHAT WERE THE ANNUAL PAYMENTS MADE BY YOUR LIBRARY DURING THE LAST REPORTING YEAR FOR SERVICE CHARGES TO OTHER LIBRARIES FOR INTERLIBRARY LOAN? $_____

J. DOES YOUR LIBRARY PARTICIPATE IN A BIBLIOGRAPHIC CENTER OR SWITCHING CENTER WHICH PROCESSES INTERLIBRARY LOAN REQUESTS FOR YOUR LIBRARY (THAT IS, LOCATES LENDER AND BORROWS THE ITEM FOR YOU)?

( ) YES
( ) NO

IF NO YOU MAY PROCEED TO QUESTION (K) OF THIS SECTION.

1. DURING THE LAST REPORTING YEAR HOW MANY REQUESTS DID YOU FORWARD TO THIS BIBLIOGRAPHIC CENTER TO BE FILLED? _____
2. OF THESE REQUESTS REPORTED IN QUESTION (J), 1, WHAT NUMBER WERE FILLED THROUGH THIS CENTER? _____
3. DURING THE LAST REPORTING YEAR, WHAT WERE THE TOTAL ANNUAL PAYMENTS MADE TO THIS CENTER BY YOUR LIBRARY? _____
4. ARE YOU CHARGED BY THIS CENTER FOR REQUESTS WHICH IT CAN NOT FILL?

   ( ) YES
   ( ) NO

   IF YES, WHAT IS THE CHARGE PER UNFILLED REQUEST? $_____
5. DOES THE PATRON REQUESTING THIS MATERIAL ASSUME ANY OF THE CHARGES MADE BY THE CENTER?

   ( ) YES
   ( ) NO

   IF YES AT WHAT COST PER FILLED REQUEST? $_____

K. DO YOUR NORMALLY VERIFY BIBLIOGRAPHICAL INFORMATION ON LENDING REQUESTS RECEIVED BY YOUR LIBRARY FROM OTHER LIBRARIES? (57)

( ) YES
( ) NO

L. IN THE LAST REPORTING YEAR, HOW MANY LENDING REQUESTS WERE RECEIVED BY YOUR LIBRARY FROM OTHER LIBRARIES? _____ (58-63)

M. OF THOSE REQUESTS COUNTED IN QUESTION (L), HOW MANY LENDING REQUESTS WAS YOUR LIBRARY ABLE TO FILL? _____ (64-69)

Initials_____

XIII. INTERLIBRARY LOAN (CONT'D)

N. DOES YOUR LIBRARY ASSESS A SERVICE CHARGE FOR PROVIDING LENDING SERVICES TO OTHER LIBRARIES?

( ) YES
( ) NO

IF YES, WHAT IS THE CHARGE PER FILLED LENDING REQUEST? $_____

DURING THE LAST REPORTING YEAR, HOW MUCH PER UNFILLED REQUEST DID YOUR LIBRARY RECEIVE IN SERVICE CHARGES?

$_____

O. DOES YOUR LIBRARY CHARGE OTHER LIBRARIES FOR ANY PHOTOCOPYING SERVICES SUPPLIED TO THIS LIBRARY FOR PURPOSES OF INTERLIBRARY LOAN?

( ) YES
( ) NO

IF NO, HOW MUCH DURING THE LAST REPORTING YEAR DID YOUR LIBRARY EXPEND IN PHOTCOPYING CHARGES FOR INTERLIBRARY LOANS?

$_____

P. GENERALLY , WHAT WOULD YOU SAY ARE THE AVERAGE NUMBER OF PAGES PER ITEM REQUESTED WHICH REQUIRES PHOTOCOPYING? _____

PLEASE INDICATE IN THE FOLLOWING TABLE CHARACTERISTICS OF INTERLIBRARY LOAN FILLED TRANSACTIONS (BOTH BORROWING AND LENDING REQUESTS) PROCESSED BY YOUR LIBRARY DURING THE LAST REPORTING YEAR. IN INSTANCES OF STATISTICS FOR COLLECTIONS DIRECTED AT A SMALL SEGMENT OF THE POPULATION (e.g. blind and handicapped collections) WHICH ARE MAINTAINED SEPARATELY, PLEASE ENTER THESE STATISTICS AS A FOOTNOTE. IF INTERLIBRARY LOAN STATISTICS ARE KEPT FOR MATERIALS HOUSED IN YOUR LIBRARY BUT NOT A PART OF YOUR LIBRARY'S COLLECTION, PLEASE ENTER THESE STATISTICS AS A FOOTNOTE.

TYPE OF MATERIALS	FILLED BORROWING REQUESTS			FILLED LENDING REQUESTS			
	Q. PHOTOCOPY/ DUPLICATE * (11-20)	R. ORIGINAL (21-30)	S. TOTAL (31-40)	T. PHOTOCOPY/ DUPLICATE * (41-50)	U. ORIGINAL (51-60)	V. TOTAL (61-70)	
1. Bookstock							(c70)
2. Periodicals							(c71)
3. Microforms							(c72)
4. Audio and/or visual materials							(c73)
5. Government Documents							(c74)
6. Other							(c75)
TOTAL			**			***	(c76)

* COUNT FILLED REQUESTS ONCE. DO NOT COUNT NUMBER OF PAGES SUPPLIED

** SAME AS ANSWER TO QUESTION (C).

*** SAME AS ANSWER TO QUESTION (J).

Initials _____

XIII. INTERLIBRARY LOAN (cont.)

W. PLEASE INDICATE BELOW INSTITUTIONS (INCLUDING BIBLIOGRAPHICAL CENTERS) WHICH MOST FREQUENTLY REQUEST MATERIALS FROM YOUR LIBRARY. RANK ACCORDING TO THE NUMBER OF REQUESTS MADE ANNUALLY, IF POSSIBLE. INDICATE THE NUMBER OF REQUESTS RECEIVED BY YOUR LIBRARY FROM THIS LIBRARY OR CENTER DURING THE LAST REPORTING YEAR, IF THIS STATISTIC IS AVAILABLE.

	LIBRARY NAME	LOCATION	NUMBER OF REQUESTS RECEIVED LAST YEAR
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

11. WHAT PERCENT OF THE TOTAL REQUESTS RECEIVED BY YOUR LIBRARY FROM OTHER LIBRARIES (AS ENTERED IN QUESTION (J)) DO THE ABOVE REPRESENT? (c76)
_____ % (71,72)

X. PLEASE INDICATE BELOW THE TEN SOURCES (INCLUDING BIBLIOGRAPHIC CENTERS) FROM WHICH YOU MOST FREQUENTLY BORROW MATERIALS. RANK ACCORDING TO THE NUMBER OF REQUESTS THAT YOUR LIBRARY MAKES ANNUALLY, IF POSSIBLE. INDICATE THE NUMBER OF REQUESTS MADE OF THIS INSTITUTION DURING THE LAST REPORTING YEAR IF THIS STATISTIC IS AVAILABLE.

	LIBRARY NAME	LOCATION	NUMBER OF REQUESTS MADE LAST YEAR
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

11. WHAT PERCENT OF THE TOTAL REQUESTS MADE, AS ENTERED IN QUESTION (C), DO THE ABOVE REPRESENT? _____ % (73,74)

Initials _____

XIV. UNUSUAL PRACTICES

IN THE SPACE PROVIDED PLEASE DESCRIBE ANY ABNORMAL, UNCONVENTIONAL, EXTRAORDINARY OR OTHER UNUSUAL PRACTICES IN WHICH YOUR LIBRARY PARTICIPATES, AND WHICH YOU HAVE NOT ALREADY OUTLINED IN EARLIER SECTIONS.

XV. COMPLAINTS DEPARTMENT

IN THE SPACE PROVIDED, PLEASE DETAIL ANY FRUSTRATIONS, ANNOYANCES, COMPLAINTS OR FEELINGS OF ANGER YOU HAVE ENCOUNTERED IN COMPLETING THIS FORM. YOUR COMMENTS WILL ASSIST IN THE IMPROVEMENT OF THIS INSTRUMENT FOR FUTURE USE IN LIBRARY RESEARCH.

Initials ____

THE END

CONGRATULATIONS!! *YOU HAVE NOW COMPLETED THE SURVEY OF COSTS IN TECHNICAL PROCESSING AND INTERLIBRARY LOAN. AS A REMINDER, HAVE YOU:*

( ) *corrected address label?*
( ) *initialed each page?*
( ) *placed estimates in parentheses ( )?*

NOW THAT YOU HAVE FINISHED, DO YOU FEEL:

( ) *relieved*
( ) *liberated*
( ) *ill*
( ) *numb*
( ) *all of the above*
( ) *other (specify)*

_____

_____

_____

THANK YOU FOR YOUR COOPERATION AND EFFORTS IN COMPLETING THIS FORM.